

Excel	Instant chart F11	Convert selected cells to table Ctrl T	Insert date Ctrl ;	Format cells Ctrl 1	Insert blank cells, rows or columns Ctrl Shift +	Fully delete a cell Alt E D	Hold Alt to access ribbon shortcuts Alt
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Word	Vertically select text Alt Click & drag	Select text Shift ↑ ↓ ← →	Copy selected text or object Ctrl Click & drag	Indent paragraph Ctrl M	Return to last edit point Shift F5	Insert page break Ctrl Enter	Insert hyperlink Ctrl K	Spell check F7
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Teams	Show commands Ctrl /	Start new chat Ctrl N	Zoom in or out Ctrl + or -	Reset zoom Ctrl 0	"Goto" command Ctrl G	Go to search Ctrl E	Open settings Ctrl ,	Go to message compose C
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Outlook	Flag email for follow up Ctrl Shift G	Add quick flag Insert	Move email to another folder Ctrl Shift V	Copy email to another folder Ctrl Shift Y	Delete email Ctrl D	Select all emails Ctrl A	Mark email as read Ctrl Q	Mark email as unread Ctrl U
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Outlook	Switch to inbox Ctrl Shift I	Switch to mail mode Ctrl 1	Switch to calendar mode Ctrl 2	Switch to contacts mode Ctrl 3	Switch to task mode Ctrl 4	Switch to notes mode Ctrl 5	Display folder list in navigation pane Ctrl 6	Switch to shortcuts Ctrl 7
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