

Tip Card: Business Management Daily's Favorite Keyboard Shortcuts



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These are our editors' favorite Microsoft Office and Windows 7 shortcuts to save time and make your productivity skyrocket.

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Excel

- **Notate cells quickly in Excel using Shift+F2.** Create the comment, and later edit it, using the same shortcut.
- **Go to a specific cell or range in Excel with the Go To dialog box using F5.** Hint: Click on the Special button to see what else you can Go To.
- **Need to select an entire row in Excel?** Hitting Shift+Space will give you the whole row in a work sheet.

Outlook

- **Forward email with a simple shortcut.** Hit Ctrl+F from your inbox to forward email. Does this shortcut look familiar? It's the Find shortcut in all other Office applications.
- **All that clicking and dragging making your hands sore?** Move email to folders using Ctrl+Shift+V. This works with one or several selected emails.
- **Categorize email automatically.** You can assign your own Ctrl+Function Key (Ctrl+F<1-9>). Right-click, choose Categorize and Set Quick Click.

PowerPoint

- **Move from the Title placeholder to the Content placeholder** by using Ctrl+Enter. One more click on Ctrl+Enter and it creates another slide with the same layout.
- **Press B to put the screen on black** when you want the audience to focus on you, instead of the screen, during a presentation.
- **Nudge an object just a bit with Ctrl+Arrow.** This provides a finer adjustment to an object's position than using a plain arrow key.

Word

- **Does your cursor jump to the top or bottom of the page with certain operations?** Pressing Shift+F5 sends you back to your last cursor position.
- **Right-click without a mouse.** Some keyboards have a right-click key, but not all of them. Using Shift+F10 brings up whatever right-click menu applies to your selection or cursor position.
- **Wish you still had WordPerfect's Reveal Codes functionality?** *Reveal Formatting* is the next best thing. Shift+F1 brings up the *Reveal Formatting* panel in the *Task Pane* on the right.

Bonus: Windows 7

- **Windows Key**—Same as clicking the Start button (Windows XP and Vista, too)
- **Windows Key and Tab**—Shuffles through open window previews (Vista, too)
- **Windows Key THEN Right Arrow THEN Enter**—Shuts down Windows 7

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