

# CHEAT SHEET

(Or reference sheet since you're opposed to cheating. Good chap!)

including helpful shortcuts, common symbols, and helpful tips.

## Document Control

- CTRL + S Save
- CTRL+Shift+S Save as New
- CTRL + O Open
- CTRL + P Print
- CTRL + N New Document
- CTRL+MouseWheel Zoom In/Out
- ALT + F4 Close

## Formatting Shortcuts

- CTRL + B Bold
- CTRL + I Italics
- CTRL + O Open
- CTRL + P Print
- CTRL+SHIFT+= Superscript
- CTRL+SHIFT+A All Caps
- CTRL+SHIFT+K Small Caps
- CTRL+] Larger Font +1pt
- CTRL+[ Smaller Font -1pt
- CTRL+K Hyperlink

## Text Alignment

- CTRL + E Center
- CTRL + L Left
- CTRL + R Right
- CTRL + J Justified
- CTRL + / + C Insert Cent Sign (¢)
- CTRL+SHIFT+L Insert Bullet Point

## Last Stop Tips

- Click View > Header/Footer > Insert AutoText > Add date created, pages and more automatically
- Click Tools > Word Count > Count total words
- Open word side by side another folder > Drag images into word

## Editing Shortcuts

- CTRL + A Select All
- CTRL + X Cut Selected
- CTRL + C Copy Selected
- CTRL + V Paste
- CTRL + Z Undo
- CTRL + Y Re-do
- CTRL + F Find
- F4 Repeat Last Action
- SHIFT+ALT+D Insert Date
- SHIFT+ALT+T Insert Time
- ESC Cancel Action
- ENTER New Paragraph
- SHIFT+ENTER New Line
- CTRL + Left Move Cursor Right One Word
- CTRL + Right Move Cursor Left One Word
- CTRL+Backspace Backspace Left One Word
- CTRL + DEL Delete Right One Word

## Special Symbols

- CTRL + / + C Insert Cent (¢)
- CTRL+ALT+E Insert Euro €
- ALT+CTRL+ Minus Em dash –  
(minus on Numpad)
- CTRL+SHIFT+SPACE Unbreakable space

## ASCII Codes

Hold "ALT" down and type the numbers in on the right side of the keyboard (num pad) then let go of the buttons and the character will appear

- 0169 Copyright ©
- 02222 Registered ®
- 0153 Trademark ™
- 130 Accute Accent é
- 164 Tilde ñ
- 171 Half ½
- 172 Quarter ¼
- 246 Division ÷

More ASCII Codes can be found here:  
<http://cheat-sheet.com/ComputerTips/ascii-codes.php>

# Cheat Sheets Word Excel

**Faithe Wempen**



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