

Product	Activity
Access	Copy
Access	Display the database window
Access	Find and replace
Access	Insert a carriage return in a memo or text field
Access	Insert the current time
Access	Insert the data from the same field in the previous record
Access	Insert today's date
Access	Open a new database
Access	Open an existing database
Access	Paste
Access	Print
Access	Save
Access	Switch between the Visual Basic Editor and the previous active window
Access	Undo
Access	Undo the changes you have made to the current field
Access	Undo the changes you have made to the current record
Excel	Alternate between displaying cell values and displaying cell formulas
Excel	Calculate all sheets in all open workbooks
Excel	Calculate the active worksheet
Excel	Copy
Excel	Create a chart that uses the current range
Excel	Display the Format Cells dialog box
Excel	Display the Go To dialog box
Excel	Fill the selected cell range with the current entry
Excel	Insert the current time
Excel	Insert today's date
Excel	Move to the beginning of the worksheet
Excel	Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
Excel	Open
Excel	Paste
Excel	Paste a function into a formula
Excel	Print
Excel	Save
Excel	Select all (when you are not entering or editing a formula)
Excel	Select the current column
Excel	Select the current row
Excel	Undo
Excel	When you enter a formula, display the Formula Palette after you type a function name
PowerPoint	Apply subscript formatting
PowerPoint	Apply superscript formatting
PowerPoint	Bold
PowerPoint	Capitalize
PowerPoint	Copy
PowerPoint	Delete a word
PowerPoint	Demote a paragraph
PowerPoint	Find
PowerPoint	Insert a hyperlink

PowerPoint	Insert a new slide
PowerPoint	Italicize
PowerPoint	Make a duplicate of the current slide
PowerPoint	Open
PowerPoint	Open the Font dialog box
PowerPoint	Paste
PowerPoint	Print
PowerPoint	Promote a paragraph
PowerPoint	Repeat your last action
PowerPoint	Save
PowerPoint	Select all
PowerPoint	Start a slide show
PowerPoint	Switch to the next pane (clockwise)
PowerPoint	Switch to the previous pane (counterclockwise)
PowerPoint	Undo
PowerPoint	View guides
Publisher	Add a page after the current page
Publisher	Begin a new paragraph
Publisher	Check spelling
Publisher	Copy
Publisher	Copy formatting
Publisher	Create a new publication
Publisher	End one line and begin another without starting a new paragraph
Publisher	Go to page...
Publisher	Insert a hyperlink for the selected object on a Web page
Publisher	Make transparent or opaque
Publisher	Move between the background and the foreground page
Publisher	Move between the current page view and actual size view
Publisher	Nudge down
Publisher	Nudge to the left
Publisher	Nudge to the right
Publisher	Nudge up
Publisher	Open an existing publication
Publisher	Paste
Publisher	Paste formatting
Publisher	Print part or all of a publication
Publisher	Return character formatting to the current text style
Publisher	Save changes to a publication
Publisher	Select all text in a text frame, the entire story in connected text frames, or all text in a table cell
Publisher	Undo
Word	Bold
Word	Change case
Word	Copy
Word	Delete a word
Word	Find and replace
Word	Go to page, section, line, etc.
Word	Go to the beginning of the document
Word	Go to the end of the document
Word	Insert a hyperlink
Word	Italicize
Word	Open

Word	Open the thesaurus
Word	Paste
Word	Print
Word	Repeat your last action
Word	Save
Word	Select all
Word	Select to the beginning of the document
Word	Select to the end of the document
Word	Undo

Shortcut Keys

CTRL+C
F11
CTRL+F
CTRL+ENTER
CTRL+:
CTRL+'
CTRL+;
CTRL+N
CTRL+O
CTRL+V
CTRL+P
CTRL+S
ALT+F11
CTRL+Z
ESC
ESC ESC (press ESC twice)
CTRL+` (single left quotation mark)

F9
SHIFT+F9
CTRL+C
F11 or ALT+F1
CTRL+1
F5
CTRL+ENTER
CTRL+:
CTRL+;
CTRL+HOME
CTRL+END

CTRL+O
CTRL+V
SHIFT+F3
CTRL+P
CTRL+S
CTRL+A
CTRL+SPACEBAR
SHIFT+SPACEBAR
CTRL+Z
CTRL+A

CTRL+EQUAL SIGN (=)
CTRL+PLUS SIGN (+)
CTRL+B
SHIFT+F3
CTRL+C
CTRL+BACKSPACE
ALT+SHIFT+RIGHT ARROW
CTRL+F
CTRL+K

CTRL+M
CTRL+I
CTRL+D
CTRL+O
CTRL+T
CTRL+V
CTRL+P
ALT+SHIFT+LEFT ARROW
F4 or CTRL+Y
CTRL+S
CTRL+A
F5
F6
SHIFT+F6
CTRL+Z
CTRL+G
CTRL+SHIFT+N
ENTER
F7
CTRL+C
CTRL+SHIFT+C
CTRL+N
SHIFT+ENTER
F5
CTRL+K
CTRL+T
CTRL+M
F9
ALT+DOWN ARROW
ALT+LEFT ARROW
ALT+RIGHT ARROW
ALT+UP ARROW
CTRL+O
CTRL+V
CTRL+SHIFT+V
CTRL+P
CTRL+SPACEBAR
CTRL+S
CTRL+A

CTRL+Z
CTRL+B
SHIFT+F3
CTRL+C
CTRL+BACKSPACE
CTRL+F
CTRL+G
CTRL+HOME
CTRL+END
CTRL+K
CTRL+I
CTRL+O

SHIFT+F7
CTRL+V
CTRL+P
F4 or CTRL+Y
CTRL+S
CTRL+A
CTRL+SHIFT+HOME
CTRL+SHIFT+END
CTRL+Z