

Access 2000	Copy	CTRL+C
Access 2000	Display the database window	F11
Access 2000	Find and replace	CTRL+F
Access 2000	Insert a carriage return in a memo or text field	CTRL+ENTER
Access 2000	Insert the current time	CTRL+:
Access 2000	Insert the data from the same field in the previous record	CTRL+'
Access 2000	Insert today's date	CTRL+;
Access 2000	Open a new database	CTRL+N
Access 2000	Open an existing database	CTRL+O
Access 2000	Paste	CTRL+V
Access 2000	Print	CTRL+P
Access 2000	Save	CTRL+S
Access 2000	Switch between the Visual Basic Editor and the previous active window	ALT+F11
Access 2000	Undo	CTRL+Z
Access 2000	Undo the changes you have made to the current field	ESC
Access 2000	Undo the changes you have made to the current record	ESC ESC (press ESC
Excel 2000	Alternate between displaying cell values and displaying cell formulas	CTRL+' (single left quotation mark)
Excel 2000	Calculate all sheets in all open workbooks	F9
Excel 2000	Calculate the active worksheet	SHIFT+F9
Excel 2000	Copy	CTRL+C
Excel 2000	Create a chart that uses the current range	F11 or ALT+F1
Excel 2000	Display the Format Cells dialog box	CTRL+1
Excel 2000	Display the Go To dialog box	F5
Excel 2000	Fill the selected cell range with the current entry	CTRL+ENTER
Excel 2000	Insert the current time	CTRL+:
Excel 2000	Insert today's date	CTRL+;
Excel 2000	Move to the beginning of the worksheet	CTRL+HOME
Excel 2000	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	CTRL+END
Excel 2000	Open	CTRL+O
Excel 2000	Paste	CTRL+V
Excel 2000	Paste a function into a formula	SHIFT+F3
Excel 2000	Print	CTRL+P
Excel 2000	Save	CTRL+S
Excel 2000	Select all (when you are not entering or editing a formula)	CTRL+A
Excel 2000	Select the current column	CTRL+SPACEBAR
Excel 2000	Select the current row	SHIFT+SPACEBAR
Excel 2000	Undo	CTRL+Z
Excel 2000	When you enter a formula, display the Formula Palette after you type a function name	CTRL+A
FrontPage 2000	Bold	CTRL+B
FrontPage 2000	Copy	CTRL+C
FrontPage 2000	Create a hyperlink	CTRL+K
FrontPage 2000	Create a new page	CTRL+N
FrontPage 2000	Create an AutoThumbnail of the selected picture	CTRL+T
FrontPage 2000	Display HTML tags	CTRL+/
FrontPage 2000	Display the Microsoft Script Editor	SHIFT+ALT+F11
FrontPage 2000	Italic	CTRL+I
FrontPage 2000	Open	CTRL+O
FrontPage 2000	Paste	CTRL+V
FrontPage 2000	Preview a page in a Web browser	CTRL+SHIFT+B
FrontPage 2000	Print	CTRL+P
FrontPage 2000	Save	CTRL+S
FrontPage 2000	Underline	CTRL+U

FrontPage 2000	Undo	CTRL+Z
Outlook 2000	Check for new mail	F5 or CTRL+M
Outlook 2000	Copy	CTRL+C
Outlook 2000	Delete a word	CTRL+BACKSPACE
Outlook 2000	Delete an e-mail message, contact, calendar item, or task	CTRL+D
Outlook 2000	Make the Find a Contact box active	F11
Outlook 2000	Mark an e-mail message as read	CTRL+Q
Outlook 2000	Open a contact	CTRL+SHIFT+C
Outlook 2000	Open a meeting request	CTRL+SHIFT+Q
Outlook 2000	Open a task	CTRL+SHIFT+K
Outlook 2000	Open an appointment	CTRL+SHIFT+A
Outlook 2000	Open an e-mail message	CTRL+SHIFT+M
Outlook 2000	Open the address book	CTRL+SHIFT+B
Outlook 2000	Open the Advanced Find dialog box	CTRL+SHIFT+F
Outlook 2000	Paste	CTRL+V
Outlook 2000	Print	CTRL+P
Outlook 2000	Select all	CTRL+A
Outlook 2000	Switch to Inbox	CTRL+SHIFT+I
Outlook 2000	Switch to Outbox	CTRL+SHIFT+O
Outlook 2000	Undo	CTRL+Z
PhotoDraw 2000	Add text to a picture	CTRL+T
PhotoDraw 2000	Copy	CTRL+C
PhotoDraw 2000	Display a shortcut menu that shows a list of commands relevant to the selected object	SHIFT+F10
PhotoDraw 2000	Duplicate a selected object	CTRL+D
PhotoDraw 2000	Group two or more selected objects	CTRL+G
PhotoDraw 2000	Hide the selection box and resize handles of a selected object	SPACEBAR
PhotoDraw 2000	Move a selected object backward in the picture	CTRL+DOWN
PhotoDraw 2000	Move a selected object forward in the picture	CTRL+UP ARROW
PhotoDraw 2000	Nudge the object that is selected on the workspace one unit to the right or left	RIGHT ARROW or LEFT ARROW
PhotoDraw 2000	Nudge the object that is selected on the workspace one unit up or down	UP ARROW or DOWN
PhotoDraw 2000	Open	CTRL+O
PhotoDraw 2000	Paste	CTRL+V
PhotoDraw 2000	Print	CTRL+P
PhotoDraw 2000	Save	CTRL+S
PhotoDraw 2000	Select all	CTRL+A
PhotoDraw 2000	Show or hide the Picture List	F3
PhotoDraw 2000	Show or hide a workpane	F2
PhotoDraw 2000	Undo	CTRL+Z
PhotoDraw 2000	Ungroup objects	CTRL+U
PhotoDraw 2000	Zoom to background	F11
PowerPoint 2000	Apply subscript formatting	CTRL+EQUAL SIGN
PowerPoint 2000	Apply superscript formatting	CTRL+PLUS SIGN (+)
PowerPoint 2000	Bold	CTRL+B
PowerPoint 2000	Capitalize	SHIFT+F3
PowerPoint 2000	Copy	CTRL+C
PowerPoint 2000	Delete a word	CTRL+BACKSPACE
PowerPoint 2000	Demote a paragraph	ALT+SHIFT+RIGHT
PowerPoint 2000	Find	CTRL+F
PowerPoint 2000	Insert a hyperlink	CTRL+K
PowerPoint 2000	Insert a new slide	CTRL+M
PowerPoint 2000	Italicize	CTRL+I
PowerPoint 2000	Make a duplicate of the current slide	CTRL+D
PowerPoint 2000	Open	CTRL+O
PowerPoint 2000	Open the Font dialog box	CTRL+T

PowerPoint 2000	Paste	CTRL+V
PowerPoint 2000	Print	CTRL+P
PowerPoint 2000	Promote a paragraph	ALT+SHIFT+LEFT
PowerPoint 2000	Repeat your last action	F4 or CTRL+Y
PowerPoint 2000	Save	CTRL+S
PowerPoint 2000	Select all	CTRL+A
PowerPoint 2000	Start a slide show	F5
PowerPoint 2000	Switch to the next pane (clockwise)	F6
PowerPoint 2000	Switch to the previous pane (counterclockwise)	SHIFT+F6
PowerPoint 2000	Undo	CTRL+Z
PowerPoint 2000	View guides	CTRL+G
Publisher 2000	Add a page after the current page	CTRL+SHIFT+N
Publisher 2000	Begin a new paragraph	ENTER
Publisher 2000	Check spelling	F7
Publisher 2000	Copy	CTRL+C
Publisher 2000	Copy formatting	CTRL+SHIFT+C
Publisher 2000	Create a new publication	CTRL+N
Publisher 2000	End one line and begin another without starting a new paragraph	SHIFT+ENTER
Publisher 2000	Go to page...	F5
Publisher 2000	Insert a hyperlink for the selected object on a Web page	CTRL+K
Publisher 2000	Make transparent or opaque	CTRL+T
Publisher 2000	Move between the background and the foreground page	CTRL+M
Publisher 2000	Move between the current page view and actual size view	F9
Publisher 2000	Nudge down	ALT+DOWN ARROW
Publisher 2000	Nudge to the left	ALT+LEFT ARROW
Publisher 2000	Nudge to the right	ALT+RIGHT ARROW
Publisher 2000	Nudge up	ALT+UP ARROW
Publisher 2000	Open an existing publication	CTRL+O
Publisher 2000	Paste	CTRL+V
Publisher 2000	Paste formatting	CTRL+SHIFT+V
Publisher 2000	Print part or all of a publication	CTRL+P
Publisher 2000	Return character formatting to the current text style	CTRL+SPACEBAR
Publisher 2000	Save changes to a publication	CTRL+S
Publisher 2000	Select all text in a text frame, the entire story in connected text frames, or all text in a table cell	CTRL+A
Publisher 2000	Undo	CTRL+Z
Word 2000	Bold	CTRL+B
Word 2000	Change case	SHIFT+F3
Word 2000	Copy	CTRL+C
Word 2000	Delete a word	CTRL+BACKSPACE
Word 2000	Find and replace	CTRL+F
Word 2000	Go to page, section, line, etc.	CTRL+G
Word 2000	Go to the beginning of the document	CTRL+HOME
Word 2000	Go to the end of the document	CTRL+END
Word 2000	Insert a hyperlink	CTRL+K
Word 2000	Italicize	CTRL+I
Word 2000	Open	CTRL+O
Word 2000	Open the thesaurus	SHIFT+F7
Word 2000	Paste	CTRL+V
Word 2000	Print	CTRL+P
Word 2000	Repeat your last action	F4 or CTRL+Y
Word 2000	Save	CTRL+S
Word 2000	Select all	CTRL+A
Word 2000	Select to the beginning of the document	CTRL+SHIFT+HOME
Word 2000	Select to the end of the document	CTRL+SHIFT+END
Word 2000	Undo	CTRL+Z