



Microsoft®

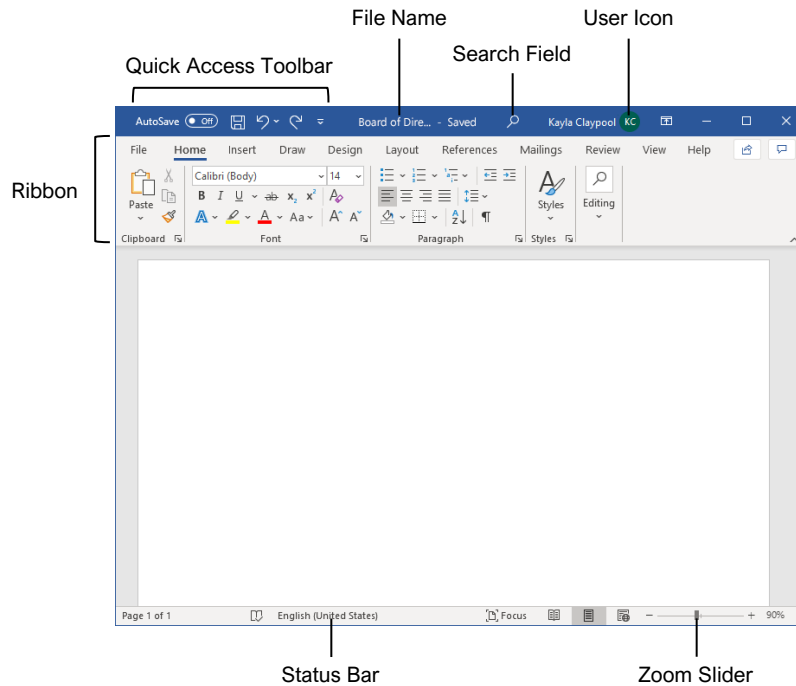
# Office 365 Essentials

## Quick Reference Guide

# CustomGuide

Free Cheat Sheets  
Visit [ref.customguide.com](http://ref.customguide.com)

### An Office 365 Program Screen



### Keyboard Shortcuts

#### General

- Open a file ..... **Ctrl + O**
- Create a new file ..... **Ctrl + N**
- Save a file ..... **Ctrl + S**
- Print a file..... **Ctrl + P**
- Close a file..... **Ctrl + W**
- Help..... **F1**
- Tell Me / Search field ..... **Alt + Q**
- File tab..... **Alt + F**
- Home tab..... **Alt + H**
- Insert tab ..... **Alt + N**
- Review tab..... **Alt + R**
- View tab ..... **Alt + W**
- Show or hide the ribbon..... **Ctrl + F1**

#### Navigation

- Move the text cursor ..... **↑, ↓, ←, →**
- Up one screen or slide ..... **Page Up**
- Down one screen or slide..... **Page Down**
- Beginning of a line ..... **Home**
- End of a line..... **End**

### Office Fundamentals

**Create a Blank File:** Click the **File** tab, select **New**, and click the **Blank** template; or, press **Ctrl + N**.

**Create a File from a Template:** Click the **File** tab, select **New**, search for a template category or select a search suggestion, select a template, then click **Create**.

**Open a File:** Click the **File** tab and select **Open**, or press **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a File:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. If it's the first time you're saving the file, choose a location where you want to save the file, give it a name, and then click **Save**.

**Save a Copy of a File:** Click the **File** tab, then select **Save As** or **Save a Copy**. Choose a location where you want to save the file, give it a name, and then click **Save**.

**Print:** Click the **File** tab, select **Print**, view the print preview, set up your print settings, and then click **Print**.

**Get Help:** Click the **Help** tab on the ribbon, then click the **Help** button to open the Help pane. Search for a topic in the Search field, then select a topic from the results.

### Editing

**Select Text:** Click and drag across the text you want to select; or, click at the beginning of a text block, hold down the **Shift** key, and click at the end of a text block.

**Edit Text:** Select the text you want to replace and type new text.

**Cut, Copy and Paste:** Select the text or object you want to cut or copy and click the **Cut** or **Copy** button on the Home tab. Click where you want to paste, and click the **Paste** button.

**Add a Comment:** Select the text or object you want to comment on, click the **Review** tab, then click the **New Comment** button. Type a comment, then click outside of the comment bubble.

### Formatting Text

**Change the Font:** Select the text you want to change, click the **Font** menu arrow, and select a font.

**Change the Font Size:** Select the text you want to change, click the **Font Size** menu arrow, and select a font size.

**Apply Bold, Italic, or an Underline:** Click the **Bold B**, **Italic I**, or **Underline U** button in the Font group on the Home tab.

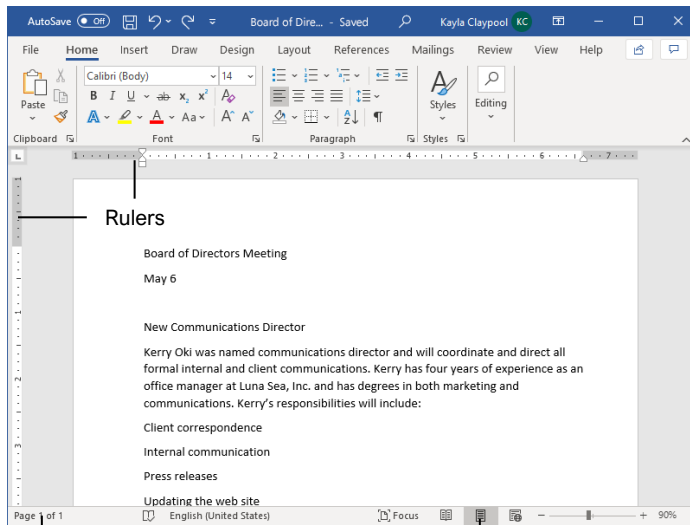
### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo ..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Find ..... **Ctrl + F**
- Replace ..... **Ctrl + H**
- Select all..... **Ctrl + A**
- Check spelling ..... **F7**
- Open thesaurus..... **Shift + F7**
- Insert hyperlink ..... **Ctrl + K**
- Group selected objects..... **Ctrl + G**
- Duplicate an object..... **Ctrl + D**
- Repeat the last command .... **F4**

### Formatting

- Bold..... **Ctrl + B**
- Italics..... **Ctrl + I**
- Underline..... **Ctrl + U**
- Align Left ..... **Ctrl + L**
- Align Center..... **Ctrl + E**
- Align Right ..... **Ctrl + R**
- Display the Font dialog box... **Ctrl + Shift + F**

# The Word Program Screen



Page Number

Document Views

# Keyboard Shortcuts

## Formatting

Align justified.....	<b>Ctrl + J</b>
Indent a paragraph .....	<b>Ctrl + M</b>
Remove an indent .....	<b>Ctrl + Shift + M</b>
Create a hanging indent.....	<b>Ctrl + T</b>
Remove a hanging indent.....	<b>Ctrl + Shift + T</b>
Increase font size .....	<b>Ctrl + Shift + &gt;</b>
Decrease font size .....	<b>Ctrl + Shift + &lt;</b>
Increase font size 1pt.....	<b>Ctrl + ]</b>
Decrease font size 1pt .....	<b>Ctrl + [</b>
Copy formatting .....	<b>Ctrl + Shift + C</b>
Paste formatting.....	<b>Ctrl + Shift + V</b>
Remove formatting.....	<b>Ctrl + Q</b>
Apply single line spacing .....	<b>Ctrl + 1</b>
Apply double line spacing .....	<b>Ctrl + 2</b>
Apply 1.5-line spacing.....	<b>Ctrl + 5</b>
Show/hide formatting marks .....	<b>Ctrl + Shift + *</b>

## Styles

Apply Normal style .....	<b>Ctrl + Shift + N</b>
Apply Heading 1 style .....	<b>Ctrl + Alt + 1</b>
Apply Heading 2 style .....	<b>Ctrl + Alt + 2</b>
Apply Heading 3 style .....	<b>Ctrl + Alt + 3</b>
Toggle the Styles pane.....	<b>Ctrl + Alt + Shift + S</b>

## Cursor Navigation

One word to the left .....	<b>Ctrl + ←</b>
One word to the right .....	<b>Ctrl + →</b>
Up one paragraph.....	<b>Ctrl + ↑</b>
Down one paragraph .....	<b>Ctrl + ↓</b>
Beginning of the document ..	<b>Ctrl + Home</b>
End of the document.....	<b>Ctrl + End</b>
Top of the next page .....	<b>Ctrl + Page Down</b>
Top of previous page .....	<b>Ctrl + Page Up</b>

## Insert Special Characters

Line break.....	<b>Shift + Enter</b>
Page break .....	<b>Ctrl + Enter</b>
Column break .....	<b>Ctrl + Shift + Enter</b>
Copyright (©) .....	<b>Ctrl + Alt + C</b>
Registered trademark ®.....	<b>Ctrl + Alt + R</b>
Trademark ™ .....	<b>Ctrl + Alt + T</b>
Ellipsis (... ).....	<b>Ctrl + Alt + .</b>

## Word Fundamentals

**Change Line Spacing:** Select the paragraph you want to adjust, click the **Line Spacing** button, and select a spacing option.

**Change Paragraph Spacing:** Click the Paragraph group's dialog box launcher, change the values in the **Before** or **After** spacing fields, and click **OK**.

**Indent Paragraphs:** Click anywhere in the paragraph you want to indent and click the **Increase Indent** or **Decrease Indent** button on the Home tab.

**Set Custom Indents:** Click anywhere in the paragraph you want to indent and click the Paragraph group's dialog box launcher. Adjust the values in the **Left** and **Right** fields, then click **OK**.

**Choose a Margin Size:** Click the **Layout** tab, click the **Margins** button, and select a common margin setting. Or, click and drag the **Adjust Left**, **Adjust Right**, **Adjust Top**, or **Adjust Bottom** line on the Ruler.

**Use a Header or Footer:** Click the **Insert** tab, click either the **Header** or **Footer** button, and select an option.

**Add Page Numbers:** Click the **Insert** tab, click the **Page Number** button, select a part of the page, and select a page number style.

**Insert Page Breaks:** Place your cursor where you want to start a new page, click the **Insert** tab, and click the **Page Break** button.

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More** button to see additional styles.

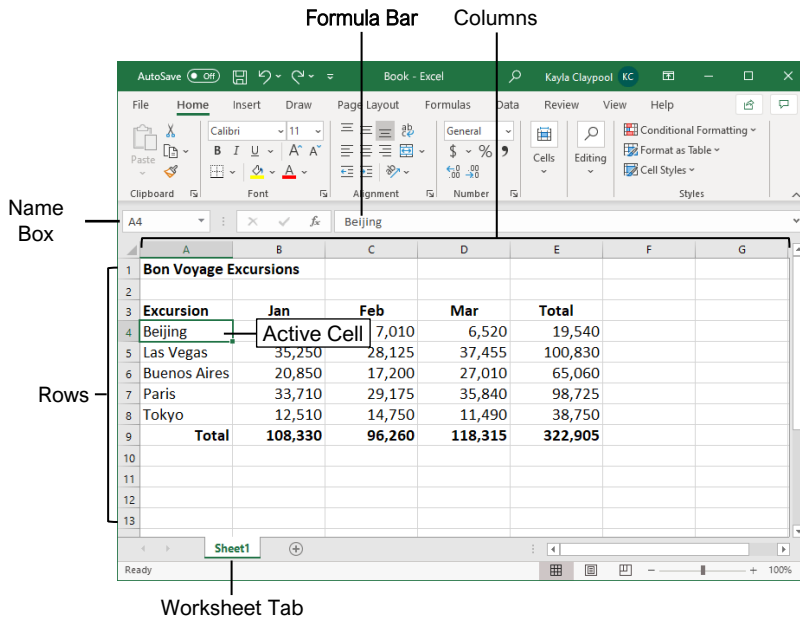
**Display the Styles Pane:** Click the dialog box launcher in the **Styles** group on the Home tab.

**Change Style Sets:** Click the **Design** tab, click the Style Set gallery's **More** button, then select a style set.

**Use Outline View:** Click the **View** tab and click the **Outline** button. Click the **Close Outline View** button to return to the previous view.

**Demote or Promote Items:** While in Outline view, click the item you want to demote or promote and click the **Demote** or **Promote** button (or the **Demote to Body Text** or **Promote to Heading 1** button).

# The Excel Program Screen



# Keyboard Shortcuts

## Navigating a Spreadsheet

- Move between cells ..... ↑, ↓, ←, →
- Select entire row ..... **Shift + Space**
- Select entire column ..... **Ctrl + Space**
- Hide selected rows ..... **Ctrl + 9**
- Hide selected columns ..... **Ctrl + 0**
- Next worksheet ..... **Ctrl + Page Down**
- Previous worksheet ..... **Ctrl + Page Up**

## Functions and Formulas

- Insert a function ..... **Shift + F3**
- Edit the active cell ..... **F2**
- Switch between cell values and formulas ..... **Ctrl + `**
- Expand or collapse the formula bar ..... **Ctrl + Shift + U**
- Calculate all worksheets ..... **F9**
- Calculate active worksheet .. **Shift + F9**

## Excel Fundamentals

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Edit Cell Data:** Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear Cell Data:** Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

**Insert Cells:** Select the cell(s) where you want to insert cell(s), click the **Insert** button menu arrow on the Home tab, select **Insert Cells**, select how you want to move existing cells, then click **OK**.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert** button on the Home tab.

**Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Ctrl** key before starting to drag.

**Delete Cells:** Select the cell(s) you want to delete, click the **Delete** button menu arrow on the Home tab, select **Delete Cells**, select how you want to move cells to fill the deleted area, then click **OK**.

**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.

**Adjust Column Width or Row Height:** Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

**Set a Fixed Column Width or Row Height:** Select a cell in the column or row you want to adjust, click the **Format** button on the Home tab, select **Column Width** or **Row Height**, enter a column width or row height value, then click **OK**.

**Freeze Panes:** Select a cell in the row below and the column to the right of where you want to freeze the window, click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Panes**.

**Freeze the First Row or Column:** Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Freeze Top Row** or **Freeze First Column**.

**Unfreeze Panes:** Click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select **Unfreeze Panes**.

**Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

**SUM Function:** Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.

**AVERAGE Function:** Click the cell where you want to insert the average, click the **Sum** button's menu arrow, and select **Average**. Enter the cells you want to average, and press **Enter**.

**Format Numbers and Dates:** Select the cell(s) with the numbers or dates you want to format, click the **Number Format** menu arrow on the Home tab, and select a number or date format.

**Insert a New Worksheet:** Click the **Insert Worksheet** button next to the sheet tabs below the active sheet. Or, press **Shift + F11**.

**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

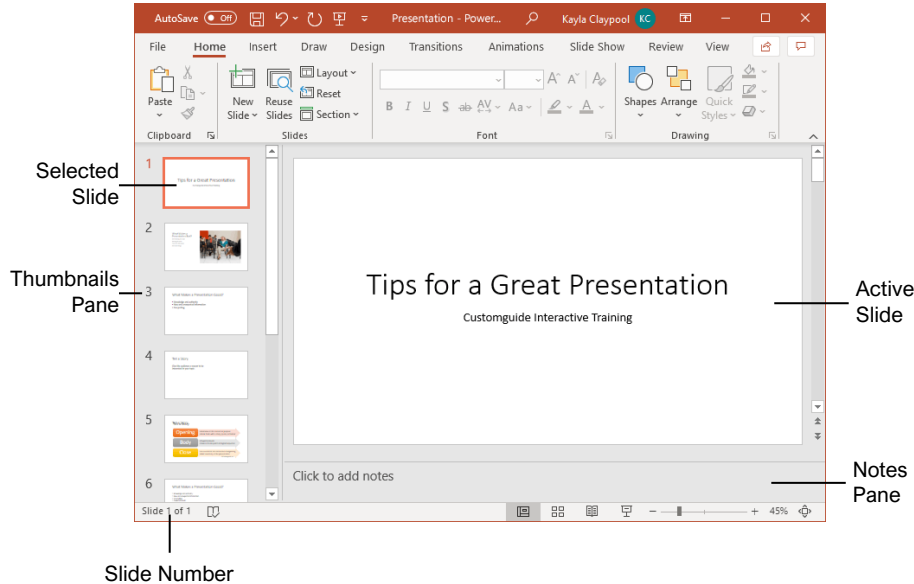
**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.

# The PowerPoint Program Screen

# Keyboard Shortcuts

## Present a Slide Show

Begin slide show .....	<b>F5</b>
Resume slide show .....	<b>Shift + F5</b>
Start in Presenter View.....	<b>Alt + F5</b>
End slide show .....	<b>Esc</b>
Go to next slide.....	<b>Enter, N, Spacebar, or →</b>
Go to previous slide .....	<b>Backspace, P, or ←</b>
Go to first slide.....	<b>Home</b>
Go to last slide.....	<b>End</b>
Jump to slide .....	<b>[Slide #] + Enter</b>
Hide pointer and navigation .	<b>Ctrl + H</b>
Blank black slide .....	<b>B</b>
Black white slide .....	<b>W</b>
Start laser pointer .....	<b>Ctrl + L</b>
Change arrow to pen .....	<b>Ctrl + P</b>
Change pen to arrow .....	<b>Ctrl + A</b>



## PowerPoint Fundamentals

**Insert a New Slide:** Click the **Home** tab and click the **New Slide** button in the Slides group, or press **Ctrl + M**.

**Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.

**Insert a Text Box:** Click the **Insert** tab on the ribbon and click the **Text Box** button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

**Hide or Unhide a Slide:** Select a slide in the Thumbnails pane in Normal view. Click the **Slide Show** tab on the ribbon and click the **Hide Slide** button in the Set Up group to toggle the slide visibility.

**Delete a Slide:** Select a slide in the Thumbnails pane (or in Slide Sorter view) and press the **Delete** key, or right-click a slide in the Thumbnails pane (or in Slide Sorter view) and select **Delete**.

**Add Slide Notes:** Click the **View** tab on the ribbon and click the **Notes** button in the Show group to turn on the Notes pane. Enter a slide note to use during the presentation or for slide handouts.

**Apply a Presentation Theme:** Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

**Modify Theme Elements:** Click the **Design** tab, then, in the Variants group, click **Colors**, **Fonts**, or **Effects** to expand the menu and select a new style that coordinates with the current theme.

**Apply Picture Adjustments:** Select a picture, then click the **Picture Format** tab on the ribbon. In the Adjust group, click the **Corrections**, **Color**, and/or **Artistic Effects** button and select an adjustment from the menu.

**Apply a Picture Style:** Select a picture, then click the **Picture Format** tab on the ribbon. Select a style in the Picture Styles gallery.

**Crop a Picture:** Select the picture you want to crop. Click the **Picture Format** tab on the ribbon and click the **Crop** button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop** button again.

**Insert a Shape:** Click the **Insert** tab on the ribbon and click the **Shapes** button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.

**Change a Shape:** Select a shape, click the **Shape Format** tab on the ribbon, click the **Edit Shape** button, and select **Change Shape**. Select a new shape from the menu.

**Move an Object Forward or Backward:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, and click **Bring Forward** or **Send Backward**.

**Move an Object to the Front or Back:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, click either the **Bring Forward** or **Send Backward** button menu arrow and select **Bring to Front** or **Send to Back**.

**Rotate an Object:** Select an object, then click and drag its rotate handle to rotate it.

**Flip an Object:** Select an object, click the **Shape (or Picture) Format** tab on the ribbon, click the **Rotate** button, and select **Flip Vertical** or **Flip Horizontal**.

**Apply a Slide Transition:** Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

**Modify a Transition:** Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

**Apply a Transition to All Slides:** While viewing a slide with a transition, click the **Apply to All** button on the Transitions tab.

**Apply an Animation:** Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

**Start a Slide Show:** Click the **Slide Show** tab on the ribbon and click either the **From Beginning** or **From Current Slide** button. Or, click the **Slide Show** button on the status bar, or press **F5**.

**End a Slide Show:** While presenting a slide show, click the **Options** button in the toolbar at the bottom left and select **End Show**. Or, press the **Esc** key.

**Advance to the Next Slide:** Click the **Next Slide** button, press the **Spacebar**, click the right mouse button, or press the **Page Down** key.

## Microsoft Training

Bite-sized Skills. Ready to Use. Uniquely Yours.

### Customizable Courses

3,000 bite-sized skills, ready for use or personalization. **SCORM-compatible**.

### Skill Assessments

Pinpoint existing knowledge, spot deficiencies and measure improvement.

### AI Course Builder

Create stunning courses with **AI-enhanced content**. Similar to Articulate Rise—but better!

### LMS

A friendly, versatile learning platform your users will love.



Access



Business Skills



Excel



Microsoft 365



OneDrive



OneNote



Outlook



PowerPoint



SharePoint



Teams



Windows



Word

## Microsoft Training From Experts, For Experts

Are You:	CustomGuide:
Needing to boost Office proficiency quickly?	Our interactive courses simulate the experience of using real software!
Seeking training tailored to your organization's unique IT needs?	Customize our courses to align perfectly with your organizational workflows and requirements.
Overwhelmed by constant Office updates?	Our courses stay current with Office updates, ensuring you're always ahead.

## Master Skills, Not Just Courses

Motivate learners by showcasing their journey from novice to expert with **evident learning outcomes**.

Our customizable courses & skill assessments:

1. Evaluate over 3,000 job skills
2. Verify learning
3. Measure improvement

SKILLS	PRE-ASSESS	LESSON	POST-ASSESS	GROWTH
Microsoft Teams Verified Learning	25%		75%	<b>50% Improvement</b>
Join & Create Teams	● Fail	● Complete	● Pass	
Use Team Channels	● Pass	● Complete	● (Pass)	
Manage Shared Files	● Fail	● Complete	● Pass	
Manage Team Membership	● Fail	● Complete	● Fail	

Before Training      After Training

## Trusted by 3,000 Organizations



"Customizing the courses has saved countless hours of work."



"Everyone is impressed with your features and ease of use. What a terrific product!"



4.8 out of 5