

OMD Consulting

97476112

0414331843

grahambritt@ozemail.com.au

To make desk triangle:
Fold on dotted lines, fold
this face beneath and
glue or clip

Windows		IE7		Outlook	
F1	Help	Ctrl Esc	Open start menu	Ctrl Q	Quicktab
F7	Spelling and grammar	Ctrl Z	Undo action	Ctrl O	Open a new window
Alt Tab	Switch windows	Alt Prnt Scn	Copy selected window to the Clipboard.	Ctrl T	Create new tab
Alt Shift Tab	Switch to previous window	Window E	Windows explorer	Ctrl W	Close Tab
Alt F4	Quit program	Window D	Desktop	Ctrl + or -	Zoom in or Out
Ctrl W	Close active window			OMD Consulting 97476112 0414331843 grahambritt@ozemail.com.au	
Shift Del	Permanent delete			Ctrl Q	Mark as read or unread
				Ctrl K	Check Names
				Ctrl Enter	Send message
				Ctrl F	Forward
				Ctrl R	Reply to sender
				Ctrl Shift R	Reply to all
				Ctrl Shift M	New email message
				Ctrl Shift A	New appointment
				Ctrl Shift K	Create new task
				Ctrl N	Create new item
				Ctrl Shift I	Goto Inbox
				Ctrl Shift O	Goto Outbox

Word										
		1	2	5	F6	HOME	END			
		Single Space	Double Space	Space & A Half	Cycle Docs	Top Of Document	End Of Document			
Q	W	E	R	T	Y	U	I	O	P	[]
Remove Para Format	Close Doc.	Centre	Right Align	Hanging Indent	Redo	Underline	Italics	Open	Print	1 Point Size
Spacebar	A	S	D	F	G	H	J	K	L	
Remove Font Format	Select All	Save	Font Format	Find	Go To	Replace	Justify	Web Bar	Left Align	
Shift + Control +N	Z	X	C	V	B	N	M			
Normal Style	Undo	Cut	Copy	Paste	Bold	New Doc	Increase Indent			

Excel									
F3	F4	F6	HOME	END	SPACE-BAR	DIRECTION KEYS	ENTER		
Name Cells	Close	Cycle Documents	A1 Cell	End Of Data	Select Column	End Of Data	Restricted Range		
~		W	U	I	O	P			
Show Formulas		Close	Underline	Italics	Open	Print			
A	S	F	G	H		;			
Select All	Save	Find	Go to	Replace		Insert Date			
Z	X	C	V	B	N	M			
Undo	Cut	Copy	Paste	Bold	New		F4	F11	
							Absolute	Chart	