

# Office 365 Shortcuts

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<b>Excel</b>	<b>Instant chart</b> 	<b>Convert selected cells to table</b> 	<b>Insert date</b> 	<b>Format cells</b> 	<b>Insert blank cells, rows or columns</b> 	<b>Fully delete a cell</b> 	<b>Hold Alt to access ribbon shortcuts</b> 
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<b>Word</b>	<b>Vertically select text</b> 	<b>Select text</b> 	<b>Copy selected text or object</b> 	<b>Indent paragraph</b> 	<b>Return to last edit point</b> 	<b>Insert page break</b> 	<b>Insert hyperlink</b> 	<b>Spell check</b> 
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<b>Teams</b>	<b>Show commands</b> 	<b>Start new chat</b> 	<b>Zoom in or out</b> 	<b>Reset zoom</b> 	<b>"Goto" command</b> 	<b>Go to search</b> 	<b>Open settings</b> 	<b>Go to message compose</b> 
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<b>Outlook</b>	<b>Flag email for follow up</b> 	<b>Add quick flag</b> 	<b>Move email to another folder</b> 	<b>Copy email to another folder</b> 	<b>Delete email</b> 	<b>Select all emails</b> 	<b>Mark email as read</b> 	<b>Mark email as unread</b> 
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<b>Outlook</b>	<b>Switch to inbox</b> 	<b>Switch to mail mode</b> 	<b>Switch to calendar mode</b> 	<b>Switch to contacts mode</b> 	<b>Switch to task mode</b> 	<b>Switch to notes mode</b> 	<b>Display folder list in navigation pane</b> 	<b>Switch to shortcuts</b> 
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