


































# Portable Professor

## Office XP Commands

Common commands: Learn one – you've learned them all						
			Word	PowerPoint	Excel	Icon Short-Cut
<b>Function:</b>						
<b>Common Window Function</b>	<b>Minimize</b>		X	X	X	
	<b>Maximize</b>		X	X	X	
	<b>Close</b>		X	X	X	
	<b>Restore Down</b>		X	X	X	
<b>File</b>	<b>New</b>		X	X	X	Ctrl+N
	<b>Open</b>		X	X	X	Ctrl+O
	<b>Close</b>		X	X	X	
	<b>Save</b>		X	X	X	Ctrl+S
	<b>Save As</b>		X	X	X	
	<b>Save as Web Page</b>		X	X	X	
	<b>Search</b>		X	X	X	
	<b>Web Page Preview</b>		X	X	X	
	<b>Page Setup</b>		X	X	X	
	<b>Print Preview</b>		X	X	X	
	<b>Print</b>		X	X	X	Ctrl+P
	<b>Send To ►</b>	<b>Mail Recipient</b>	X		X	
		<b>Mail Recipient (for Review)</b>	X	X	X	
		<b>Mail Recipient (as Attachment)</b>	X	X	X	
		<b>Routing Recipient</b>	X	X	X	
		<b>Exchange Folder</b>	X	X	X	
		<b>Online Meeting Participant</b>	X	X	X	
	<b>Properties</b>		X	X	X	

	Exit		X	X	X		
<b>▶Edit</b>	Undo		X	X	X		Ctrl+Z
	Repeat Typing		X				Ctrl+Y
	Repeat Office Clipboard			X			Ctrl+Y
	Repeat				X		Ctrl+Y
	Cut		X	X	X		Ctrl+X
	Copy		X	X	X		Ctrl+C
	Office Clipboard		X	X	X		
	Paste		X	X	X		Ctrl+V
	Paste Special		X	X	X		
	Paste as Hyperlink		X	X	X		
	Clear ▶		X	X	X		
		<b>Formats</b>	X		X		
		<b>Contents</b>	X		X		Del
	Select All		X	X			Ctrl+A
	Find		X	X	X		Ctrl+F
	Replace		X	X	X		Ctrl+H
	Go To		X	X	X		Ctrl+G
	Links		X	X	X		
	Object		X	X	X		
<b>View ▶</b>	Normal		X	X	X		
	Outline		X	X	X		
	Task Pane		X	X	X		
	Toolbars ▶						
		<b>Standard</b>	X	X	X		
		<b>Formatting</b>	X	X	X		
		<b>Control Toolbox</b>	X	X	X		
		<b>Drawing</b>	X	X	X		
		<b>Forms</b>	X		X		
		<b>Outlining</b>	X	X			
		<b>Picture</b>	X	X	X		
		<b>Reviewing</b>	X	X	X		
		<b>Tables and Borders</b>	X	X			
		<b>Visual Basic</b>	X	X	X		
		<b>Web</b>	X	X	X		
		<b>WordArt</b>	X	X	X		
		<b>Customize</b>	X	X	X		
	Ruler		X	X	X		

	Header and Footer		X	X	X		
	Markup		X	X	X		
	Full Screen		X	X	X		
	Zoom		X	X	X		
<b>Insert ▶</b>	<b>Break</b>		X		X		
	<b>Date and Time</b>		X	X	X		
	<b>Symbol</b>		X	X	X		
	<b>Comment</b>		X	X	X		
	<b>Picture</b>	<b>Clip Art</b>	X	X	X		
		<b>From File</b>	X	X	X		
		<b>From Scanner or Camera</b>	X	X	X		
		<b>Organization Chart</b>	X	X	X		
		<b>Auto Shapes</b>	X	X	X		
		<b>Word Art</b>	X	X	X		
	<b>Diagram</b>		X	X	X		
	<b>Text Box</b>		X	X			
	<b>Object</b>		X	X	X		
	<b>Hyperlink</b>		X	X	X		Ctrl+K
<b>▶Format</b>	<b>Font</b>		X	X			
	<b>Bullets and Numbering</b>		X	X			
	<b>Background</b>		X	X	X		
	<b>AutoFormat</b>		X		X		
	<b>Style and Formatting</b>		X		X		
<b>▶Tools</b>	<b>Spelling</b>		X	X	X		F7
	<b>Language</b>		X	X			
	<b>Speech</b>		X	X	X		
	<b>Track Changes</b>		X		X		Ctrl+Shift+E
	<b>Compare and Merge</b>		X	X	X		
	<b>Protect</b>		X		X		
	<b>Online Collaboration ▶</b>	<b>Meet Now</b>	X	X	X		
		<b>Schedule Meeting</b>	X	X	X		

		<b>Web Discussions</b>	X	X	X		
	<b>Tools on the Web</b>		X	X	X		
	<b>Macro ▶</b>	<b>Macro</b>	X	X	X		
		<b>Record and Marco</b>	X	X	X		
		<b>Security</b>	X	X	X		
		<b>Visual Basic Editor</b>	X	X	X		
		<b>Microsoft Script Editor</b>	X	X	X		
	<b>Add-Ins</b>		X	X	X		
	<b>AutoCorrect Options</b>		X	X	X		
	<b>Customize</b>		X	X	X		
	<b>Options</b>		X	X	X		
	<b>▶Table</b>		X				
	<b>▶Slide Show</b>			X			
	<b>▶Data</b>				X		
	<b>▶Window</b>	<b>New Window</b>	X	X	X		
		<b>Arrange All</b>	X	X	X		
		<b>Split</b>	X		X		
	<b>▶Help</b>	<b>Microsoft Help</b>	X	X	X		F1
		<b>Show the Office Assistant</b>	X	X	X		
		<b>What's This?</b>	X	X	X		Shift+F1
		<b>Office on the Web</b>	X	X	X		
		<b>Activate Product</b>	X	X	X		
		<b>Detect and Repair</b>	X	X	X		
		<b>About Microsoft</b>	X				
		<b>Word</b>					
		<b>PowerPoint</b>		X			
		<b>Excel</b>			X		