

OFFICE 2003

DISCLAIMER:

This reference guide is meant for experienced Microsoft Office users.

It provides a list of quick tips and shortcuts for familiar features.

This guide does **NOT** replace training or a comprehensive instruction manual.

KEYBOARD SHORTCUTS

Using the keyboard to access **menus and toolbars**

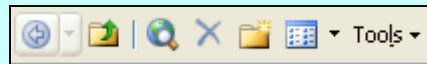
To accomplish this ↓	Press these keys ↓
Activate the menu bar	F10 or Alt
Close a menu and submenu in one step	F10 or Alt
Select the next menu on an active toolbar	Tab ⇨
Select the next active toolbar	Ctrl Tab ⇨
Open the selected menu	Enter ↵
Display shortcut menu for a selected item	⇧ Shift F10
Display shortcut menu for a Window (Control menu)	Alt Spacebar
Select first or last command on menu or submenu	Home or End
Select a menu	Alt + first letter of menu
Close an open menu	Esc

KEYBOARD SHORTCUTS

Using the keyboard in **dialog boxes**

To accomplish this ↓	Press these keys ↓
Move to the next option	Tab ⇨
Switch to the next tab in a dialog box	Ctrl Tab ⇨
Check or clear a check box	⇧ Shift
Open a selected drop-down list	Alt ↓
Close a list; cancel a command; close a dialog box	Esc
Perform the action assigned to the default button	Enter ↵

Using the keyboard in **Open or Save dialog boxes**




To accomplish this ↓	Press these keys ↓
Go to previous folder	Alt 1
Up one level	Alt 2
Search the Web: close the dialog box and open a Web search page	Alt 3
Delete the selected folder or file	Alt 4
Create new folder	Alt 5
Switch among folder views	Alt 6
Display the Tools menu	Alt 7
Display a shortcut menu for a selected folder or file	⇧ Shift F10
Move between options in a dialog box	Tab ⇨
Display the Look In list	F4
Refresh the file list	F5



KEYBOARD SHORTCUTS

Using the keyboard in **Windows**

To accomplish this ↓	Press these keys ↓
Switch to the next open application window	Alt Tab 
Exit a program / application	Alt F4
Close an open file	Ctrl F4
Switch between open files in an application	Ctrl F6
Copy the screen to the Clipboard	PrtScr
Copy the active component to the Clipboard; for example, an open dialog box	Alt PrtScr