



Administrative
Professionals
Week

21 Awesome Keyboard Shortcuts for Word, Excel and Outlook

KEYBOARD SHORTCUTS: WORD

Ctrl+Shift+G
Word Count

Ctrl+Alt+O
Outline View

Ctrl+Alt+P
Print Layout

Need word counts when composing entries for blogs or Twitter? Using **Ctrl+Shift+G** gives you words and character counts with and without spaces. It also gives you paragraphs and lines.

Change document view to outline view, making it easier to work with master documents, and collapse and expand by heading with **Ctrl+Alt+O**.

Go back to print layout from any other view by selecting **Ctrl+Alt+P**.

KEYBOARD SHORTCUTS: WORD

Ctrl+Shift+*
Show/Hide

Alt+Shift+P
Insert Page Number

Shift+Delete
Delete Column/Row

See paragraph symbols and other nonprinting characters by toggling Show/Hide to Show by using **Ctrl+Shift+***.

Click **Alt+Shift+P** to Insert Page Number anywhere in the document. This is especially useful in header/footer.

Delete Selected Table Column or Row by hitting **Shift+Delete**. Watch for black block arrows on the column or row to select.

KEYBOARD SHORTCUTS: EXCEL BACK TO BASICS

Home
Start of Row

Ctrl+Home
Top Left

Ctrl+End
Bottom Right

Stop scrolling with these handy Excel navigation shortcuts that everyone should know!

Press the **Home** key to get back to the left-most visible cell in the row (usually column A).

Use **Ctrl+Home** key combination to take you to the upper- and left-most cell (usually A1).

Hit **Ctrl+End** to go to the lower-right corner of your data, which should usually be the end. If it lands you in a blank, there may be formulas resulting in blanks.

KEYBOARD SHORTCUTS: EXCEL

Ctrl+8
Show/Hide Outline

Ctrl+9
Hide row

Ctrl+T
Create table

Did you lose your outline levels in subtotal mode? Use **Ctrl+8** to bring them back (or hide them) while keeping your actual subtotals visible.

Hide a row quickly (Hint: add Shift to Unhide) with Ctrl+9. It works on multiple rows, too. Rows are easily unhidden, so don't use this to "secure" data.

Create a table from anywhere inside a well-built list with Ctrl+T. You don't have to select all cells, as long as the table has no completely blank rows or columns.

KEYBOARD SHORTCUTS: EXCEL

Shift +F11
New work sheet

Ctrl+F1
Collapse ribbon

Ctrl+Shift+O
Find comments

Create a new work sheet to the right of the active work sheet with Shift+F11. Need two or more? Select the number of work sheets you need, and then use the shortcut.

Enlarge your screen real estate quickly by collapsing the ribbon to only tabs by selecting Ctrl+F1. This is very handy when you want to see more data than ribbon!

Locate or quickly clear all cells with comments using Ctrl+Shift+O. Great shortcut if you've hidden all comment indicators.

KEYBOARD SHORTCUTS: Ctrl+Shift+Outlook

Ctrl+Shift+F
Advanced Find

Ctrl+Shift+G
Follow-up Flag

Ctrl+Shift+M
Create Message

Advanced Find (Ctrl+Shift+F) lets you go beyond the search box and the ribbon options, like subject, from and received date, and create complex searches that include multiple criteria to zero in on exactly what you need.

Flag for Follow-up (Ctrl+Shift+G) launches a dialog box that lets you choose the type of flag (today, tomorrow, custom date) and even set up a reminder. Try a Search folder for Flagged items to manage these to-do items!

Create Message (Ctrl+Shift+M) from any view without having to navigate back to your email or use multiple clicks from the New item button.

KEYBOARD SHORTCUTS: OUTLOOK

Ctrl+Y
Go To Folder

F3
Go To Search Box

Space Bar
Scroll

Go to another folder on your long detailed folder list by clicking Ctrl+Y. Use the arrow keys to expand folders that have subfolders.

Reveal the Search Tools contextual tab and place your cursor into the Search box with F3. Press Alt to reveal the shortcut keys in the Search tab.

Use the Space Bar for scrollbar-free scrolling down a long message in the Reading Pane. Use Tab and Shift+Tab to move back and forth between the panes.

Admin Pro Forum 2018

Skills-Building Conference for Administrative Professionals

SPECIAL \$100 DISCOUNT TO CELEBRATE ADMINISTRATIVE PROFESSIONALS WEEK!

Do you feel like you're spinning your wheels, hoping to one day get caught up with the load of work that your boss keeps giving you and take control of your time management?

Are you looking for a better way to stay up to date with the skills — project management, minute taking, business communication, using office technology and much more — that are absolutely essential to be successful as an administrative professional in today's workplace?

Do you wish you could strengthen your admin skills, so your boss will let you lead more projects — and possibly even give you a promotion?

Would you like to have the opportunity to connect, network and brainstorm with more of your fellow administrative professionals?

If you answered “yes” to any of these questions, you'll definitely want to join us for **Admin Pro Forum 2018**, a one-of-a-kind skill-building event for administrative professionals who are looking to step up their game and take their careers to new heights.

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This training conference takes place May 23-25 at the beautiful World Center Marriott in Orlando, Fla. It features more than 20 sessions, including pre-conference seminars, keynote presentations, breakfast roundtables and post-conference workshops to help you strengthen your skills in areas like:

- Advanced minute-taking
- Creating an administrative procedures manual
- Managing an event from a budget
- Intermediate and advanced Excel
- Project management
- OneNote



Each training session at **Admin Pro Forum** is designed specifically for you: the hard-working admin who wants to achieve excellence at work — AND get home on time!

Admin Pro Forum 2018 brings together four of the top motivational speakers in the admin world today to inspire you to boost your career to greater heights than ever before. Our keynote speakers include:



Lucy Brazier, publisher, *Executive Secretary* magazine



Joan Burge, founder, Office Dynamics



Julie Perrine, CEO and founder, All Things Admin



Bonnie Low-Kramen, founder, Ultimate Assistant



Admin Pro Forum is moderated by Microsoft Certified Trainer Melissa Esquibel, president, MPELLC

Take advantage of our special \$100 discount on Admin Pro Forum 2018 registration (normally \$899) during Administrative Professionals Week!

Register now!

Be sure to sign up for one of our exciting post-conference workshops! Please [review our agenda](#) and choose a post-conference session from Julie Perrine, Melissa Esquibel or Lucy Brazier.

In today's fast-paced business world, the only constant is change. **Admin Pro Forum 2018** will keep you up to pace (and even a step ahead) of the latest developments. We've also got some surprises planned. There's going to be a lot of learning — and a ton of fun!

We look forward to welcoming you to **Admin Pro Forum 2018!**

Register now!