

# Quick Reference Summary

**Table 1: Microsoft Word 2010 Quick Reference Summary**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>All Caps</b>	WD 81		Change Case button (Home tab   Font group), UPPERCASE		CTRL+SHIFT+A
<b>AutoCorrect Entry, Create</b>	WD 86		Options (File tab), Proofing (Word Options dialog box)		
<b>AutoCorrect Options button, Use</b>	WD 85	Point to AutoCorrect Options button in flagged word			
<b>Bibliographical List, Create</b>	WD 108		Bibliography button (References tab   Citations & Bibliography group)		
<b>Bibliography Style, Change</b>	WD 89		Bibliography Style box arrow (References tab   Citations & Bibliography group)		
<b>Bold</b>	WD 28	Bold button on Mini toolbar	Bold button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+B
<b>Border Paragraph</b>	WD 160		Border button arrow (Home tab   Paragraph group)		
<b>Building Block, Create</b>	WD 171		Quick Parts button (Insert tab   Text group)		ALT+F3
<b>Building Block, Insert</b>	WD 174		Quick Parts button (Insert tab   Text group)		F3
<b>Building Block, Modify</b>	WD 173		Quick Parts button (Insert tab   Text group), right-click building block, Edit Properties		
<b>Bullets, Apply</b>	WD 22		Bullets button (Home tab   Paragraph group)	Bullets	* (ASTERISK), SPACEBAR
<b>Center</b>	WD 14	Center button on Mini toolbar	Center button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+E
<b>Change Case</b>	WD 18		Change Case button (Home tab   Font group)	Font, Font tab (Font dialog box)	SHIFT+F3
<b>Change Spacing before or after Paragraph</b>	WD 43		Spacing Before or Spacing After box arrow (Page Layout tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	

Table 1: Microsoft Word 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Citation Placeholder, Insert</b>	WD 94		Insert Citation button (References tab   Citations & Bibliography group), Add New Placeholder		
<b>Citation, Edit</b>	WD 91	Click citation, Citations Options box arrow, Edit Citation			
<b>Citation, Insert</b>	WD 90		Insert Citation button (References tab   Citations & Bibliography group), Add New Source		
<b>Clear Formatting</b>	WD 161		Clear Formatting button (Home tab   Font group)		CTRL+SPACEBAR, CTRL+Q
<b>Click and Type</b>	WD 80	Position mouse pointer until desired icon appears, then double-click			
<b>Clip Art, Insert</b>	WD 148		Clip Art button (Insert tab   Illustrations group)		
<b>Color Text</b>	WD 25	Font Color button on Mini toolbar	Font Color button arrow (Home tab   Font group)		
<b>Copy</b>	WD 113		Copy button (Home tab   Clipboard group)	Copy	CTRL+C
<b>Count Words</b>	WD 101	Word Count indicator on status bar	Word Count button (Review tab   Proofing group)		CTRL+SHIFT+G
<b>Custom Dictionary, Set Default, View or Modify Entries</b>	WD 120		Options (File tab), Proofing (Word Options dialog box), Custom Dictionaries button		
<b>Date, Insert Current</b>	WD 170		Insert Date and Time button (Insert tab   Text group)		
<b>Document Properties, Change</b>	WD 49		Properties button (File tab   Info tab)		
<b>Document Properties, Print</b>	WD 123		File tab   Print tab, first button in Settings area		
<b>Double-Space</b>	WD 73		Line and Paragraph Spacing button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+2
<b>Double-Underline</b>	WD 81		Underline button arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+D
<b>Envelope, Address and Print</b>	WD 189		Create Envelopes button (Mailings tab   Create group), Envelopes tab (Envelopes and Labels dialog box)		
<b>Field, Convert to Regular text</b>	WD 110				Click field, CTRL+SHIFT+F9
<b>Find Text</b>	WD 115	Select Browse Object button on vertical scroll bar, Find button	Find button (Home tab   Editing group)		CTRL+F
<b>Font Size, Change</b>	WD 16	Font Size box arrow on Mini toolbar	Font Size box arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+D
<b>Font Size, Decrease</b>	WD 81	Shrink Font button on Mini toolbar	Shrink Font button (Home tab   Font group)		CTRL+SHIFT+<

**Table 1: Microsoft Word 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Font Size, Decrease 1 point	WD 81				CTRL+[
Font Size, Increase	WD 146	Grow Font button on Mini toolbar	Grow Font button (Home tab   Font group)		CTRL+SHIFT+>
Font Size, Increase 1 point	WD 81				CTRL+]
Font, Change	WD 17	Font box arrow on Mini toolbar	Font box arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+D
Footnote, Insert	WD 93		Insert Footnote button (References tab   Footnotes group)		
Formatting Marks	WD 7		Show/Hide ¶ button (Home tab   Paragraph group)		CTRL+SHIFT+*
Go to a Page	WD 117	'Browse the pages in your document' tab in Navigation Pane	Find button arrow (Home tab   Editing group)		CTRL+G
Graphic, Adjust Brightness and Contrast	WD 153		Corrections button (Picture Tools Format tab   Adjust group)	Format Picture, Picture Corrections button (Format Picture dialog box)	
Graphic, Change Border Color	WD 154		Picture Border button (Picture Tools Format tab   Picture Styles group)		
Graphic, Change Color	WD 151		Color button (Picture Tools Format tab   Adjust group)	Format Picture, Picture Color button (Format Picture dialog box)	
Graphic, Flip	WD 157		Rotate button (Picture Tools Format tab   Arrange group)		
Graphic, Move	WD 155	Drag graphic			
Graphic, Resize	WD 34	Drag sizing handle	Shape Height and Shape Width text boxes (Picture Tools Format tab   Size group)	Size and Position, Size tab (Layout dialog box)	
Graphic, Set Transparent Color	WD 152		Color button (Picture Tools Format tab   Adjust group)		
Hanging Indent, Create	WD 81	Drag Hanging Indent marker on ruler	Paragraph Dialog Box Launcher (Home tab or Page Layout tab   Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+T
Hanging Indent, Remove	WD 81	Drag Hanging Indent marker on ruler	Paragraph Dialog Box Launcher (Home tab or Page Layout tab   Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+T
Header and Footer, Close	WD 78	Double-click dimmed document text	Close Header and Footer button (Header & Footer Tools Design tab   Close group)		
Header, Switch to	WD 75	Double-click dimmed header	Header button (Insert tab   Header & Footer group)		
Hyperlink, Convert to Regular Text	WD 163	Undo Hyperlink (AutoCorrect Options menu)	Hyperlink button (Insert tab   Links group)	Remove Hyperlink	
Indent, Decrease	WD 81	Drag First Line Indent marker on ruler	Decrease Indent button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+M

Table 1: Microsoft Word 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Indent, First-Line</b>	WD 83	Drag First Line Indent marker on ruler	Paragraph Dialog Box Launcher (Home tab or Page Layout tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	TAB
<b>Indent, Increase</b>	WD 81		Increase Indent button (Home tab   Paragraph group)		CTRL+M
<b>Insertion Point, Move Down/Up One Line</b>	WD 11				DOWN ARROW/ UP ARROW
<b>Insertion Point, Move Down/Up One Paragraph</b>	WD 11				CTRL+DOWN ARROW/ CTRL+UP ARROW
<b>Insertion Point, Move Down/Up One Screen</b>	WD 11				PAGE DOWN/ PAGE UP
<b>Insertion Point, Move Left/Right One Character</b>	WD 11				LEFT ARROW/ RIGHT ARROW
<b>Insertion Point, Move Left/Right One Word</b>	WD 11				CTRL+LEFT ARROW/ CTRL+RIGHT ARROW
<b>Insertion Point, Move to Beginning/End of Document</b>	WD 11				CTRL+HOME/ CTRL+END
<b>Insertion Point, Move to Beginning/End of Line</b>	WD 11				HOME/ END
<b>Insertion Point, Move to Bottom of Document Window</b>	WD 11				ALT+CTRL+PAGE DOWN/ ALT+CTRL+PAGE UP
<b>Italicize</b>	WD 24	Italic button on Mini toolbar	Italic button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+I
<b>Justify Paragraph</b>	WD 81		Justify button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+J
<b>Left-Align Paragraph</b>	WD 81		Align Text Left button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+L
<b>Line Spacing, Change</b>	WD 73		Line and Paragraph Spacing button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+[number of desired line spacing, i.e., 2 for double-spacing]
<b>Mailing Label, Print</b>	WD 190		Create Labels button (Mailings tab   Create group)		
<b>Margin Settings, Change</b>	WD 141	Drag margin boundary on ruler	Margins button (Page Layout tab   Page Setup group)		
<b>Move Text</b>	WD 47	Drag and drop selected text	Cut button (Home tab   Clipboard group); Paste button (Home tab   Clipboard group)	Cut; Paste	CTRL+X; CTRL+V
<b>New File, Create from Existing</b>	WD 165		'New from existing' button (File tab   New tab)		

**Table 1: Microsoft Word 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Nonbreaking Space, Insert</b>	WD 175		Symbol button (Insert tab   Symbols group), More Symbols, Special Characters tab (Symbol dialog box)		CTRL+SHIFT+SPACEBAR
<b>Normal Style, Apply</b>	WD 106		Normal in Quick Style gallery (Home tab   Styles group)		CTRL+SHIFT+S
<b>Normal Style, Modify</b>	WD 71		Styles Dialog Box Launcher (Home tab   Styles group), style box arrow, Modify	Right-click style (Home tab   Styles group), Modify	
<b>Open a Document</b>	WD 45		Open (File tab)		CTRL+O
<b>Page Border, Add</b>	WD 41		Page Borders button (Page Layout tab   Page Background group)		
<b>Page Break, Insert</b>	WD 106		Page Break button (Insert tab   Pages group)		CTRL+ENTER
<b>Page Number, Insert</b>	WD 77		Insert Page Number button (Header & Footer Tools Design tab   Header & Footer group)		
<b>Paste</b>	WD 113		Paste button (Home tab   Clipboard group)	Paste	CTRL+V
<b>Paste Options</b>	WD 156		Paste button arrow (Home tab   Clipboard group)		
<b>Paste Options Menu, Display</b>	WD 114	Paste Options button by moved/copied text			
<b>Picture Style, Apply</b>	WD 37		More button in Picture Styles gallery (Picture Tools Format tab   Picture Styles group)		
<b>Picture Effects, Apply</b>	WD 38		Picture Effects button (Picture Tools Format tab   Picture Styles group)	Format Picture	
<b>Picture, Insert</b>	WD 31		Insert Picture from File button (Insert tab   Illustrations group)		
<b>Preview a Document</b>	WD 124		File tab   Print tab, Next Page and Previous Page buttons		CTRL+P, ENTER
<b>Print Document</b>	WD 51		Print button (File tab   Print tab)		CTRL+P
<b>Quick Style, Apply</b>	WD 166		[style name] in Quick Style gallery (Home tab   Styles group)		CTRL+SHIFT+S, Style Name box arrow
<b>Quit Word</b>	WD 44	Close button on title bar	Exit (File tab)		ALT+F4
<b>Redo</b>	WD 23	Redo button on Quick Access Toolbar			CTRL+Y
<b>Remove Character Formatting</b>	WD 81				CTRL+SPACEBAR
<b>Remove Paragraph Formatting</b>	WD 81				CTRL+Q
<b>Remove Space after Paragraph</b>	WD 74		Line and Paragraph Spacing button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+0 (zero)

Table 1: Microsoft Word 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Replace Text</b>	WD 116	Select Browse Object button on vertical scroll bar, Find button, Replace tab (Find and Replace dialog box)	Replace button (Home tab   Editing group)		CTRL+H
<b>Research Task Pane, Look Up Information</b>	WD 120	ALT+click desired word	Research button (Review tab   Proofing group)		
<b>Right-Align</b>	WD 76		Align Text Right button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+R
<b>Rulers, Display</b>	WD 82	View Ruler button on vertical scroll bar	View Ruler check box (View tab   Show group)		
<b>Save New Document</b>	WD 12	Save button on Quick Access Toolbar	Save or Save As (File tab)		F12
<b>Save Document, Same File Name</b>	WD 30	Save button on Quick Access toolbar	Save (File tab)		CTRL+S
<b>Scroll, Page by Page</b>	WD 112	Previous Page/Next Page button on vertical scroll bar			CTRL+PAGE UP or CTRL+PAGE DOWN
<b>Scroll, Up/Down One Line</b>	WD 11	Click scroll arrow at top/bottom of vertical scroll bar			
<b>Scroll, Up/Down One Screen</b>	WD 11	Click above/below scroll box on vertical scroll bar			
<b>Select Block of Text</b>	WD 30	Click beginning, SHIFT-click end			
<b>Select Character(s)</b>	WD 30	Drag through characters			SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
<b>Select Entire Document</b>	WD 30	In left margin, triple-click	Select button arrow (Home tab   Editing group)		CTRL+A
<b>Select Graphic</b>	WD 30	Click graphic			
<b>Select Group of Words</b>	WD 27	Drag mouse pointer through words			CTRL+SHIFT+RIGHT ARROW
<b>Select Line</b>	WD 15	Click in left margin			SHIFT+DOWN ARROW
<b>Select Multiple Lines</b>	WD 21	Drag mouse pointer in left margin			SHIFT+DOWN ARROW
<b>Select Nonadjacent Items</b>	WD 15	Select first item, hold down CTRL key while selecting item(s)			
<b>Select Paragraph</b>	WD 30	Triple-click paragraph			CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
<b>Select Sentence</b>	WD 30	CTRL-click			
<b>Select Word</b>	WD 30	Double-click word			CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
<b>Shade Paragraph</b>	WD 20		Shading button arrow (Home tab   Paragraph group)		
<b>Shape, Add Text</b>	WD 145			Add Text	

**Table 1: Microsoft Word 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Shape, Apply Style</b>	WD 144		More button in Shape Styles gallery (Drawing Tools Format tab   Shape Styles group)	Format Shape, Color button in left pane (Format Shape dialog box)	
<b>Shape, Insert</b>	WD 142		Shapes button (Insert tab   Illustrations group)		
<b>Single-Space Lines</b>	WD 81		Line and Paragraph Spacing button (Home tab   Paragraph group)	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+1
<b>Small Caps</b>	WD 81		Font Dialog Box Launcher (Home Tab   Font group), Font tab (Font dialog box)		CTRL+SHIFT+K
<b>Source, Edit</b>	WD 97		Click citation, Citation Options box arrow, Edit Source		
<b>Source, Modify</b>	WD 109		Manage Sources button (References tab   Citations & Bibliography group), Edit button		
<b>Spelling and Grammar, Check at Once</b>	WD 118	Spelling and Grammar check icon on status bar, Spelling	Spelling & Grammar button (Review tab   Proofing group)	Spelling	F7
<b>Spelling, Check as You Type</b>	WD 9	Click word, Spelling and Grammar Check icon on status bar		Right-click error, click correct word on shortcut menu	
<b>Style, Update to Match Selection</b>	WD 74		Right-click style in Quick Style gallery (Home tab   Styles group)	Styles	
<b>Subscript</b>	WD 81		Subscript button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+EQUAL SIGN
<b>Superscript</b>	WD 81		Superscript button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+PLUS SIGN
<b>Symbol, Insert</b>	WD 158		Insert Symbol button (Insert tab   Symbols group)		
<b>Synonym, Find and Insert</b>	WD 118		Thesaurus (Review tab   Proofing group)	Right-click word, click desired synonym on Synonym submenu	SHIFT+F7
<b>Tab Stops, Set Custom</b>	WD 169	Click desired tab stop on ruler	Paragraph Dialog Box Launcher (Home tab or Page Layout tab   Paragraph group), Tabs button (Paragraph dialog box)		
<b>Table Columns, Resize to Fit Table Contents</b>	WD 180	Double-click column boundary	AutoFit button (Table Tools Layout tab   Cell Size group)	AutoFit	
<b>Table, Align Data in Cells</b>	WD 182		Align [location] button (Table Tools Layout tab   Alignment group)		
<b>Table, Apply Style</b>	WD 179		More button in Table Styles gallery (Table Tools Design tab   Table Styles group)		
<b>Table, Center</b>	WD 183	Select table, Center button on Mini toolbar	Select table, Center button (Home tab   Font group)		
<b>Table, Delete Cell Contents</b>	WD 185		Cut button (Home tab   Clipboard group)		Select cell contents, DELETE or CTRL+X

Table 1: Microsoft Word 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Table, Delete Entire</b>	WD 185		Delete button (Table Tools Layout tab   Rows & Columns group)		
<b>Table, Delete Row or Column</b>	WD 185		Delete button (Table Tools Layout tab   Rows & Columns group)	Select row/column, Delete Rows or Delete Columns	
<b>Table, Insert</b>	WD 176		Table button (Insert tab   Tables group)		
<b>Table, Insert Column</b>	WD 185		Insert Columns to the Left/Right button (Table Tools Layout tab   Rows & Columns group)	Insert	
<b>Table, Insert Row</b>	WD 184		Insert Rows Above/Below button (Table Tools Layout Tab   Rows & Columns group)	Insert	
<b>Table, Merge Cells</b>	WD 185		Merge Cells button (Table Tools Layout tab   Merge group)	Merge Cells	
<b>Table, Select Cell</b>	WD 181	Click left edge of cell	Select button (Table Tools Layout tab   Table group)		
<b>Table, Select Column</b>	WD 181	Click top border of column	Select button (Table Tools Layout tab   Table group)		
<b>Table, Select Entire</b>	WD 181	Click table move handle	Select button (Table Tools Layout tab   Table group)		
<b>Table, Select Multiple Cells, Rows, or Columns, Adjacent</b>	WD 181	Drag through cells, rows, or columns			
<b>Table, Select Next Cell</b>	WD 181				TAB
<b>Table, Select Previous Cell</b>	WD 181				SHIFT+TAB
<b>Table, Select Row</b>	WD 181	Click to left of row	Select button (Table Tools Layout tab   Table Group)		
<b>Table, Split Cells</b>	WD 186		Split Cells button (Table Tools Layout tab   Merge group)	Split Cells	
<b>Text Effect, Apply</b>	WD 19		Text Effects button (Home tab   Font group)		
<b>Text Wrapping, Change</b>	WD 148		Wrap Text button (Drawing Tools format tab   Arrange group)	Wrap Text	
<b>Theme Colors, Change</b>	WD 28		Change Styles button (Home tab   Styles group)		
<b>Underline</b>	WD 27	Underline button on Mini toolbar	Underline button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+U
<b>Underline Words, Not Spaces</b>	WD 81		Font Dialog Box Launcher (Home tab   Font group), Font tab (Font dialog box), Underline style box arrow		CTRL+SHIFT+W
<b>Undo</b>	WD 23	Undo button on Quick Access Toolbar			CTRL+Z
<b>Zoom Document</b>	WD 33	Zoom Out or Zoom In button on status bar	Zoom button (View tab   Zoom group)		
<b>Zoom One Page</b>	WD 41		One Page button (View tab   Zoom group)		



**Table 2: Microsoft PowerPoint 2010 Quick Reference Summary**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Animated GIF (Movie), Insert</b>	PPT 174		Picture button (Insert tab   Images group)		
<b>Audio File, Insert</b>	PPT 167		Insert Audio button (Insert tab   Media group)		
<b>Audio Options, Add</b>	PPT 170		Audio Tools Playback tab   Audio Options group		
<b>Clip Art, Insert</b>	PPT 27	Clip Art icon in slide	Clip Art button (Insert tab   Images group)		
<b>Clip Art, Photo, or Shape, Move</b>	PPT 36	Drag			ARROW KEYS move selected image in small increments
<b>Clip Art, Regroup</b>	PPT 162		Group button, Regroup command (Drawing Tools Format tab   Arrange group)	Group, Regroup	
<b>Clip Art, Ungroup</b>	PPT 157		Group button, Ungroup command (Picture Tools Format tab   Arrange group), click Yes to convert to Microsoft Office drawing, click Drawing Tools Format tab, Group button, Ungroup		
<b>Clip Object, Recolor</b>	PPT 158		Shape Fill button (Drawing Tools Format tab   Shape Styles group)	Format Shape, Color button (Format Shape dialog box)	
<b>Copy</b>	PPT 108, 155		Copy button (Home tab   Clipboard group)	Copy	CTRL+C
<b>Document Properties, Change</b>	PPT 46		Properties button (File tab   Info tab)		
<b>Document Theme, Change Color</b>	PPT 81		Colors button (Design tab   Themes group)		
<b>Document Theme, Choose</b>	PPT 5		More button (Design tab   Themes group)		
<b>Font Size, Decrease</b>	PPT 104	Decrease Font Size button or Font Size box arrow on Mini toolbar	Decrease Font Size button or Font Size box arrow (Home tab   Font group)		CTRL+SHIFT+<
<b>Font Size, Increase</b>	PPT 11	Increase Font Size button or Font Size box arrow on Mini toolbar	Increase Font Size button or Font Size box arrow (Home tab   Font group)		CTRL+SHIFT+>
<b>Font, Change</b>	PPT 102	Font box arrow on Mini toolbar	Font box arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+F
<b>Font, Change Color</b>	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+F
<b>Format Painter, Use</b>	PPT 105	Format Painter button on Mini toolbar	Double-click Format Painter button (Home tab   Clipboard group), select text with format you want to copy, select text to apply previously selected format; press ESC to turn off Format Painter		

Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Handout, Print	PPT 184		Print button (File tab   Print tab)		
List Level, Increase	PPT 17	Increase List Level button on Mini toolbar	Increase List Level button (Home tab   Paragraph group)		TAB or ALT+SHIFT+RIGHT ARROW
List Level, Decrease	PPT 18	Decrease List Level button on Mini toolbar	Decrease List Level button (Home tab   Paragraph group)		SHIFT+TAB or ALT+SHIFT+LEFT ARROW
Next Slide	PPT 25	Next Slide button on vertical scroll bar or next slide thumbnail on Slides tab			PAGE DOWN
Normal View	PPT 153	Normal button at lower-right PowerPoint window	Normal View button (View tab   Presentation Views group)		
Open Presentation	PPT 50		Open (File tab)		CTRL+O
Paste	PPT 109		Paste button (Home tab   Clipboard group)	Paste	CTRL+V
Photo, Insert	PPT 32, 83	Insert Picture from File icon on slide or Insert Clip Art icon on slide	Picture button or Clip Art button (Insert tab   Images group)		
Picture, Add an Artistic Effect	PPT 145		Artistic Effects button (Picture Tools Format tab   Adjust group)	Format Picture, Artistic Effects (Format Picture dialog box)	
Picture, Add Border	PPT 91		Picture border button (Picture Tools Format tab   Picture Styles group)		
Picture, Correct	PPT 87		Corrections button (Picture Tools Format tab   Adjust group)	Format Picture, Picture Corrections (Format Picture dialog box)	
Picture, Recolor	PPT 143		Color button (Picture Tools Format tab   Adjust group)	Format Picture, Picture Color (Format Picture dialog box)	
Picture Border, Change Color	PPT 92		Picture border button (Picture Tools Format tab   Picture Styles group)		
Picture Effects, Apply	PPT 89		Picture Effects button (Picture Tools Format tab   Picture Styles group)	Format Picture	
Picture Style, Apply	PPT 87		More button (Picture Tools Format tab   Picture Styles group)		
Placeholder, Delete	PPT 149				Select placeholder, DELETE
Placeholder, Move	PPT 148	Drag			
Placeholder, Resize	PPT 148	Drag sizing handles			
Previous Slide	PPT 26	Previous Slide button on vertical scroll bar or click previous slide thumbnail on Slides tab			PAGE UP

**Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Print a Presentation</b>	PPT 51		Print button (File tab   Print tab)		CTRL+P
<b>Quit PowerPoint</b>	PPT 50	Close button on title bar	Exit (File tab)	Right-click Microsoft PowerPoint button on taskbar, click Close window	ALT+F4
<b>Reading View</b>	PPT 154	Reading View button at lower-right PowerPoint window	Reading View button (View tab   Presentation Views group)		
<b>Resize</b>	PPT 33, 93, 148	Drag sizing handles	Enter height and width values (Picture Tools Format tab   Size group or Drawing Tools Format tab   Size group)	Format Picture or Format Shape, Size tab; or enter height and width in Shape Height and Shape Width boxes	
<b>Save a Presentation</b>	PPT 14	Save button on Quick Access Toolbar	Save or Save As (File tab)		CTRL+S or F12
<b>Shape, Apply Style</b>	PPT 110		More button or Format Shape Dialog Box Launcher in Shapes Style gallery (Drawing Tools Format tab   Shape Styles group)	Format Shape	
<b>Shape, Insert</b>	PPT 106		Shapes button (Home tab   Drawing group); More button (Drawing Tools Format tab   Insert Shapes group)		
<b>Slide, Add</b>	PPT 14		New Slide button (Home tab   Slides group)		CTRL+M
<b>Slide, Arrange</b>	PPT 39	Drag slide in Slides tab or Outline tab to new position, or in Slide Sorter view drag to new position			
<b>Slide, Delete</b>	PPT 152			Delete Slide	DELETE
<b>Slide, Duplicate</b>	PPT 38		New Slide arrow (Home tab   Slides group), Duplicate Selected Slides		
<b>Slide, Format Background</b>	PPT 95		Background Styles button (Design tab   Background group)	Format Background	
<b>Slide, Insert Picture as Background</b>	PPT 97		Background Styles button (Design tab   Background group)	Format Background, Picture or Texture Fill, Insert from File (Format Background dialog box)	
<b>Slide, Select Layout</b>	PPT 21		Layout button or New Slide arrow (Home tab   Slides group)		

**Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Slide Number, Insert</b>	PPT 182		Insert Slide Number button (Insert tab   Text group) or Header & Footer button (Insert tab   Text group), click Slide number check box		
<b>Slide Show View</b>	PPT 47	Slide Show button at lower-right PowerPoint window	Slide Show button (Slide Show tab   Start Slide Show group)		F5
<b>Slide Show, End</b>	PPT 49	Click black ending slide		End Show	ESC or HYPHEN
<b>Slide Sorter View</b>	PPT 153	Slide Sorter button at lower-right PowerPoint window	Slide Sorter button (View tab   Presentation Views group)		
<b>Speaker Notes, Add</b>	PPT 179	In Normal view, click Notes pane and type notes			
<b>Speaker Notes, Print</b>	PPT 187		File tab, Print tab, click Notes Pages (Print Layout area), click Print button		
<b>Spelling, Check</b>	PPT 181		Spelling button (Review tab   Proofing group)	Spelling (or click correct word on shortcut menu)	F7
<b>Stacking Order, Change</b>	PPT 146		Bring Forward or Send Backward button (Picture Tools Format tab   Arrange group)	Send to Back or Bring to Front	
<b>Synonym, Find and Insert</b>	PPT 178		Thesaurus button (Review tab   Proofing group)	Right-click word, click desired synonym on Synonym submenu	SHIFT+F7
<b>Text, Add Shadow</b>	PPT 103		Text Shadow button (Home tab   Font group)		
<b>Text, Align Horizontally</b>	PPT 150	Align Text buttons on Mini toolbar	Align Text buttons (Home tab   Paragraph group)	Paragraph, Alignment box (Paragraph dialog box)	CTRL+R (right), CTRL+L (left), CTRL+E (center)
<b>Text, Bold</b>	PPT 20	Bold button on Mini toolbar	Bold button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+B
<b>Text, Change Color</b>	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab   Font group)	Font, Font tab (Font dialog box)	
<b>Text, Delete</b>	PPT 41		Cut button (Home tab   Clipboard group)	Cut	DELETE or CTRL+X or BACKSPACE
<b>Text, Find and Replace</b>	PPT 176		Replace button (Home tab   Editing group)		CTRL+H
<b>Text, Italicize</b>	PPT 11	Italic button on Mini toolbar	Italic button (Home tab   Font group)	Font, Font tab (Font dialog box)	CTRL+I
<b>Text, Select Paragraph</b>	PPT 10	Triple-click paragraph			SHIFT+DOWN ARROW or SHIFT+UP ARROW
<b>Text, Select Word</b>	PPT 12	Double-click word			CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW

**Table 2: Microsoft PowerPoint 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Transition, Add</b>	PPT 43		Transitions tab   Transition to This Slide group		ALT+A, T
<b>Transparency, Change</b>	PPT 98		Background Styles button (Design tab   Background group), Format Background, move Transparency slider	Format Background, Transparency slider	
<b>Video File, Insert</b>	PPT 163		Insert Video button (Insert tab   Media group)		
<b>Video File, Trim</b>	PPT 165		Trim Video button (Video Tools Playback tab   Editing group), drag video start/end points or edit Start Time and End Time boxes		
<b>Video Options</b>	PPT 166		Video Tools Playback tab   Video Options group		
<b>Video Style, Add</b>	PPT 172		More button (Video Tools Format tab   Video Styles group)		
<b>WordArt, Add Text Effects</b>	PPT 115		Text Effects button (Drawing Tools Format tab   WordArt Styles group)		
<b>WordArt, Insert</b>	PPT 114		WordArt button (Insert tab   Text group)		
<b>Zoom for Viewing Slides</b>	PPT 156	Drag Zoom slider on status bar; click Zoom In or Zoom Out button on Zoom slider; change percentage in Zoom level box on left side of slider	Zoom button (View tab   Zoom group)		

**Table 3: Microsoft Excel 2010 Quick Reference Summary**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Accounting Number Format, Apply</b>	100		Accounting Number Format button (Home tab   Number group)		
<b>All data in a cell, Select</b>	51	Double-click if there are no spaces in data			
<b>Auto Fill</b>	18	Drag fill handle	Auto Fill Options button (Home tab   Editing group)		
<b>AutoCalculate</b>	48	Select range   right-click AutoCalculate area   click calculation			
<b>Average Function</b>	84	Insert Function box in formula bar   AVERAGE in Select a function list   OK   range   OK	Sum button arrow (Home tab   Editing group) or Sum button arrow (Formulas tab   Function Library)		Type =av   press DOWN ARROW   ENTER

**Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Background Color, Change</b>	96		Format Cells Dialog Box Launcher (Home tab   Font group)   Fill tab   click color   click OK	Format Cells on shortcut menu	CTRL+1
<b>Best Fit</b>	107	Select columns   point to boundary until arrow is split double arrow   double-click			
<b>Bold</b>	25	Bold button on Mini toolbar	Bold button (Home tab   Font group)	Format Cells on shortcut menu   Font tab   Bold	CTRL+B
<b>Cell Entries, Clear Selected</b>	52	Drag fill handle from empty cell through cells with entries	Clear button (Home tab   Editing group)   Clear Contents	Clear Contents on shortcut menu	DELETE
<b>Cell Reference, Add</b>	78	Click cell			
<b>Cell Style, Change</b>	52		Cell Styles button (Home tab   Styles group)		
<b>Cell, Highlight</b>	19	Drag mouse pointer			
<b>Cell, Select</b>	34	Click cell or click Name box, type cell reference, press ENTER			Use arrow keys
<b>Cells, Merge and Center</b>	28	Merge & Center button on Mini toolbar	Merge & Center button (Home tab   Alignment group)	Format Cells on shortcut menu   Alignment tab	
<b>Characters to left of insertion point, Delete</b>	50				BACKSPACE
<b>Characters to right of insertion point, Delete</b>	50				DELETE
<b>Characters, Highlight</b>	51	Drag through adjacent characters			SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
<b>Chart, Add</b>	38		Charts group   Insert tab		
<b>Color Text</b>	27	Font Color button on Mini toolbar	Font Color button arrow (Home tab   Font group)		
<b>Column Width</b>	33	Drag column heading boundary		Column Width on shortcut menu	
<b>Comma Style Format, Apply</b>	100		Comma Style button (Home tab   Number group)		
<b>Complete an Entry</b>	8	Click Enter box			Press ENTER
<b>Conditional Formatting</b>	104		Conditional Formatting button (Home tab   Styles group)		
<b>Copy Range of Cells</b>	80	Select range   drag fill handle	Copy button (Home tab   Clipboard group)	Copy on shortcut menu	CTRL+C
<b>Currency Style Format, Apply</b>	100		Format Cells: Number Dialog Box Launcher (Home tab   Number group)		CTRL+1 OR CTRL+SHIFT+ DOLLAR SIGN (\$)

**Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Date, Format</b>	98		Format Cells: Number Dialog Box Launcher on Home tab	Format Cells on shortcut menu   Number tab (Format Cells dialog box)	
<b>Document Properties, Change</b>	43		Properties button (File tab   Info tab)		
<b>Document Properties, Print</b>	45		File tab   Print tab, first box arrow (Settings area)		
<b>Document Properties, Set or View</b>	43		File   Info tab		
<b>Entry, Complete</b>	8	Click Enter box			Press ENTER
<b>Font Color</b>	27	Font Color box arrow on Mini toolbar	Font Color button arrow (Home tab   Font group)	Format Cells on shortcut menu   Font tab	
<b>Font Size, Decrease</b>	26	Font Size box arrow on Mini toolbar	Decrease Font Size button (Home tab   Font group)	Format Cells on shortcut menu   Font tab	
<b>Font Size, Increase</b>	26	Font Size box arrow on Mini toolbar	Increase Font Size button (Home tab   Font group)	Format Cells   Font Tab	
<b>Font Type</b>	24	Font box arrow on Mini toolbar	Font box (Home tab   Font group)	Format Cells   Font tab	
<b>Font, Change</b>	24	Font Size box arrow on Mini toolbar	Font box arrow (Home tab   Font group)	Format Cells   Font tab	
<b>Formulas Version</b>	119				CTRL+ACCENT MARK (')
<b>Highlight Cells</b>	18	Drag mouse pointer			SHIFT+ARROW KEY
<b>In-Cell Editing</b>	50	Double-click cell			F2
<b>Insert and Overtyping modes, Toggle between</b>	50				INSERT
<b>Insertion point, Move</b>	8	Click			Use arrow keys
<b>Insertion point, move to beginning of data in cell</b>	51	Point to left of first character and click			HOME
<b>Insertion point, move to ending of data in cell</b>	51	Point to right of last character and click			END
<b>Margins, Change</b>	114	Page Layout button on status bar   Page Layout tab   Margins button	Page Setup Dialog Box Launcher   Margins tab (Page Layout tab   Page Setup group)		
<b>Max Function</b>	86	Insert Function box in formula bar   MAX in Select a function list   OK   range   OK	Sum button arrow (Home tab   Editing group) or Sum button arrow (Formulas tab   Sum group)		
<b>Min Function</b>	87	Insert Function box in the formula bar   MIN in Select a function list   OK   range   OK	Sum button arrow (Home tab   Editing group) or Sum button arrow (Formulas tab   Sum group)		
<b>New Line in Cell, Start</b>	71				ALT+ENTER

**Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Numbers, Format</b>	31	Accounting Number Format, Percent Style, or Comma Style button on Mini toolbar	Cell Styles button (Home tab   Styles group) or Accounting Number Format, Percent Style, or Comma Style button (Home tab   Number group), or Format Cells: Number dialog box launcher   Accounting, or Percentage or Number Format list arrow   Accounting or Percentage		
<b>Open a Workbook</b>	48		Open or Recent (File tab)		CTRL+O
<b>Percent style format</b>	103		Percent Style button (Home tab   Number group)	Format Cells on shortcut menu   Number tab   Percentage (Format Cells dialog box)	CTRL+SHIFT+ percent sign (%)
<b>Print Scaling Option</b>	120		Page Setup Dialog Box Launcher (Page Layout tab   Page Setup group)		
<b>Print Section of Worksheet</b>	118		File   Print tab   Print Active Sheets or Print Area button (Page Layout tab   Page Setup group)		
<b>Print Worksheet</b>	46		File tab   Print tab		CTRL+P
<b>Quit Excel</b>	47	Close button on right side of title bar	Exit (File tab)		
<b>Range Finder</b>	91	Double-click cell			
<b>Range, Deselect</b>	18	Click outside range			
<b>Range, Select</b>	28	Drag fill handle through range			
<b>Redo</b>	51	Redo button on Quick Access Toolbar			CTRL+Y
<b>Row Height</b>	110	Drag row heading boundary		Row Height on shortcut menu	
<b>Save Workbook</b>	20	Save button on Quick Access Toolbar	Save (File tab   Save button)		CTRL+S
<b>Save Workbook, New Name</b>	20	Save button on Quick Access Toolbar			
<b>Save Workbook, Same Name</b>	20	Save button on Quick Access Toolbar	Save (File tab   Save button)		CTRL+S
<b>Select Cell</b>	7	Click cell or click Name box, type cell reference, press ENTER			Use arrow keys
<b>Select Entire Worksheet</b>	52	Click Select All button			CTRL+A
<b>Select Nonadjacent Cells</b>	100	Select first cell, hold down CTRL key while selecting second cell			
<b>Selected characters, Delete</b>	50		Cut button (Home tab   Clipboard group)		DELETE



**Table 3: Microsoft Excel 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Selected Chart, Delete	53				DELETE
Sheet Name, Change	42	Double-click type name		Rename on shortcut menu	
Spelling	112		Spelling button (Review tab   Proofing group)		F7
Sum	15	Click Insert Function button in formula bar   SUM in Select a function list   OK   range   OK	Sum button (Home tab   Editing group)		ALT+EQUAL SIGN (=) twice
Text, Delete after typing but before pressing the ENTER key	8	Click Cancel box in formula bar			Press ESC
Text, Delete while typing	8				Press BACKSPACE
Undo	51	Undo button on Quick Access Toolbar			CTRL+Z
Workbook Theme, Change	94		Themes button (Page Layout tab   Themes group)		
Worksheet Name, Change	42	Double-click sheet tab, type name		Rename on shortcut menu	
Worksheet, Clear	52		Select All button   Clear button (Home tab   Editing group)		CTRL A, press DELETE
Worksheet, Preview	46		File tab   Print tab		CTRL+P

**Table 4: Microsoft Access 2010 Quick Reference Summary**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Advanced Filter/Sort, Use	AC 153		Advanced button (Home tab   Sort & Filter group), Advanced Filter/Sort		
All Fields in Query, Include	AC 79, AC 80	Double-click asterisk			
Alternate Row Colors, Change in Datasheet	AC 181, AC 182		Select table, Alternate Row Color button arrow (Home tab   Text Formatting group), select color OR Datasheet Formatting Dialog Box Launcher (Home tab   Text Formatting group)		
Append Query, Use	AC 164		Append button (Query Tools Design Tab   Query Type group)		
Ascending Button, Use to Order Records	AC 194		Select field, Ascending button (Home tab   Sort & Filter group)	Right-click field name, click Sort A to Z or Sort Z to A	
Calculated Field in Query, Use	AC 116			Right-click field row, Zoom	

**Table 4: Microsoft Access 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Calculated Field, Create</b>	AC 159	In Design view, create new field, click Data Type box arrow, click Calculated			
<b>Caption, Change in Query</b>	AC 118		Property Sheet button (Query Tools Design Tab   Show/Hide group), Caption box	Right-click field in design grid, click Properties on shortcut menu, Caption box	
<b>Close Object</b>	AC 23	Close button for object		Right-click item, Close	
<b>Collection of Legal Values, Specify</b>	AC 167	In Design view, enter criterion specifying legal values in Validation Rule property box in Field Properties pane			
<b>Column Headings, Modify</b>	AC 54			Right-click field name, Rename Field	
<b>Column, Resize</b>	AC 54, AC 55	Double-click right boundary of field selector in datasheet		Right-click field name, Field Width	
<b>Common Filter, Use</b>	AC 150			Click arrow for field, point to Text Filters	
<b>Comparison Operator, Use</b>	AC 91	Create query, enter comparison operator in criterion			
<b>Compound Criterion Involving AND, Use</b>	AC 92				Place criteria on same line
<b>Compound Criterion Involving OR, Use</b>	AC 93				Place criteria on separate lines
<b>Criteria, Use in Calculating Statistics</b>	AC 121		Totals button (Query Tools Design Tab   Show/Hide group), Total box arrow, click calculation		
<b>Criterion, Use</b>	AC 46	Right-click query, Design View, Criteria row			
<b>Crosstab Query, Create</b>	AC 124		Query Wizard button (Create tab   Queries group), Crosstab Query Wizard		
<b>Data, Export to Excel</b>	AC 111		Excel button (External Data tab   Export group)	Right-click object, click Excel on Export menu	
<b>Data, Import</b>	AC 38		Button for imported data format (External Data tab   Import & Link group)	Right-click object, click selected format on Import menu	
<b>Data, Sort in Query</b>	AC 96		Select field in design grid, click Sort row, click Sort row arrow, select order		

**Table 4: Microsoft Access 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Database Properties, Change</b>	AC 59		View and edit database properties link (File tab   Info tab)		
<b>Database, Create</b>	AC 13		Blank database button (File tab   New tab)		
<b>Default Value, Specify</b>	AC 167	In Design view, select field in upper pane, enter value in Default Value property box in Field Properties pane			
<b>Delete Query, Use</b>	AC 163		Delete button (Query Tools Design tab   Query Type group)	Right-click any open area in upper pane, point to Query Type on shortcut menu, click Delete Query on Query Type submenu	
<b>Design Grid, Clear</b>	AC 95	In Design view, select all columns, DELETE			
<b>Duplicate Records, Find</b>	AC 193		Query Wizard button (Create tab   Queries group), Find Duplicates Query Wizard		
<b>Duplicates, Omit</b>	AC 97		In Design view, click first empty field, Property Sheet button (Query Tools Design tab   Show/Hide group), click Yes in Unique Values property box	Right-click first empty field, click Properties on shortcut menu, click Yes in Unique Values property box	
<b>Field, Add to Report</b>	AC 175		In Layout view, Add Existing Fields button (Report Layout Tools Design tab   Tools group), drag field from field list to desired location		
<b>Field Contents, Change</b>	AC 146	In Datasheet view, click in field, enter data			
<b>Field in Query, Add</b>	AC 79	Double-click field in upper pane			
<b>Field, Add New</b>	AC 155		In Design view, Insert Rows button (Table Tools Design Tab   Tools group)		Design view, INSERT
<b>Field, Delete</b>	AC 155	In Design view, click row selector for field, DELETE	Delete Rows button (Table Tools Design tab   Tools group)		
<b>Filter by Form, Use</b>	AC 152		Advanced button (Home tab   Sort & Filter group), Clear All Filters, Advanced button, Filter by Form		
<b>Filter by Selection, Use</b>	AC 148		Selection button (Home tab   Sort & Filter group), select criterion		

**Table 4: Microsoft Access 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Filter, Clear</b>	AC 150		Advanced button (Home tab   Sort & Filter group), Clear All Filters		
<b>Filter, Toggle</b>	AC 150		Toggle Filter button (Home tab   Sort & Filter group)		
<b>Font, Change in Datasheet</b>	AC 181		Select table, Font box arrow (Home tab   Text Formatting group), select font		
<b>Font Color, Change in Datasheet</b>	AC 181		Select table, Font Color button arrow (Home tab   Text Formatting group), select color		
<b>Font Size, Change in Datasheet</b>	AC 181		Select table, Font Size box arrow (Home tab   Text Formatting group), select size		
<b>Form for Query, Create</b>	AC 109		Select query, Form button (Create tab   Forms group)		
<b>Form, Create</b>	AC 48		Form button (Create tab   Forms group)		
<b>Format, Specify</b>	AC 168	In Design view, select field, type format			
<b>Gridlines, Change in Datasheet</b>	AC 180		Gridlines button (Home tab   Text Formatting group)		
<b>Grouping, Use</b>	AC 122	Create query, select Group By in Total row, select field to group by			
<b>Join Properties, Change</b>	AC 105			In Design view, right-click join line	
<b>Lookup Field, Create</b>	AC 156	In Design view, click Data Type column for field, Data Type box arrow, Lookup Wizard			
<b>Make-Table Query, Use</b>	AC 165		Make Table button (Query Tools Design tab   Query Type group)		
<b>Multiple Keys, Sort on</b>	AC 98	Assign two sort keys in design grid			
<b>Multivalued Field, Query Showing Multiple Values</b>	AC 183	Create query with specified fields			
<b>Multivalued Lookup Field, Use</b>	AC 172	In Datasheet view, click field, click check boxes, OK			
<b>Navigation Pane, Customize</b>	AC 127	Navigation Pane arrow			
<b>Number Criterion, Use</b>	AC 90	Create query, select table, enter criterion in field grid			
<b>Open Database</b>	AC 27		Open button (File tab)		
<b>Open Table</b>	AC 24	Double-click table in Navigation Pane		Right-click table in Navigation Pane, click Open in shortcut menu	

**Table 4: Microsoft Access 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Parameter Query, Create</b>	AC 87		In Design view, type parameter in square brackets in criterion row of field grid, View button (Query Tools Design tab   Results group)		
<b>Preview or Print Object</b>	AC 31		Print or Print Preview button (File tab   Print tab)		CTRL+P, ENTER
<b>Query, Create in Design View</b>	AC 78		Query Design button (Create tab   Queries group)		
<b>Query, Create using Simple Query Wizard</b>	AC 43		Query Wizard button (Create tab   Queries group)		
<b>Query, Export</b>	AC 111, AC 113, AC 114		Select query in Navigation Pane, application button (External Data tab   Export group)	Right-click query in Navigation Pane, click Export	
<b>Range, Specify</b>	AC 166	In Design view, select field, enter criterion specifying range in Validation Rule property box in Field Properties pane			
<b>Record, Add</b>	AC 28	New (blank) record button in Navigation buttons	New button (Home tab   Records Group)		CTRL+PLUS SIGN (+)
<b>Record, Delete</b>	AC 147	In Datasheet view, click record selector, DELETE	Delete button (Home tab   Records group)		DELETE
<b>Record, Search for</b>	AC 144		Find button (Home tab   Find group)		CTRL+F
<b>Record, Update</b>	AC 146	In Form view, change desired data			In Datasheet, select field and edit
<b>Records in a Join, Restrict</b>	AC 115	In Design view, enter criterion for query			
<b>Referential Integrity, Specify</b>	AC 186		Relationships button (Database Tools tab   Relationships group)		
<b>Remaining Fields in Table, Define</b>	AC 19	In Datasheet view, click Click to Add field (Fields tab)			
<b>Report, Create</b>	AC 52		Report button (Create tab   Reports group)		
<b>Report, Create Involving Join</b>	AC 106		Select query, Report Wizard button (Create tab   Reports group)		
<b>Required Field, Specify</b>	AC 166	In Design view, select field, Required property box in Field Properties pane, down arrow, Yes			
<b>Save Object</b>	AC 21	Save button on Quick Access Toolbar	File tab, Save		CTRL+S

**Table 4: Microsoft Access 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Single or Multivalued Lookup Fields, Modify</b>	AC 161	In Design view, select field, click Lookup tab in Field Properties pane, change list in Row Source property to desired list			
<b>Split Form, Create</b>	AC 142		Select table, More Forms button (Create tab   Forms group), Split Form		
<b>Statistics, Calculate</b>	AC 119		Create query, Totals button (Query Tools Design tab   Show/Hide group), click Total row in design grid, click Total box arrow, select calculation		
<b>Subdatasheet, Use</b>	AC 191	In Datasheet view, click plus sign in front of row			
<b>Table, Create in Design View</b>	AC 33		Table Design button (Create tab   Tables group)		
<b>Table, View in Design View</b>	AC 21		View button arrow (Table Tools Fields tab   Views group), Design View		
<b>Tables, Join</b>	AC 102		Query Design button (Create tab   Queries group), add field lists for tables to join, add desired fields to design grid, view query		
<b>Text Data Criterion, Use</b>	AC 80	Enter text as criterion in Criteria row of design grid			
<b>Top Values Query, Create</b>	AC 99		In Design view, Return box arrow (Query Tools Design tab   Query Setup group)		
<b>Totals, Add to a Report</b>	AC 57		Totals button (Report Layout Tools Design tab   Grouping & Totals group)		
<b>Totals, Include in a Datasheet</b>	AC 177		In Datasheet view, Totals button (Home tab   Records group), click Total row, click arrow		
<b>Totals, Remove from a Datasheet</b>	AC 179		Totals button (Home tab   Records group)		
<b>Unmatched Records, Find</b>	AC 193		Query Wizard button (Create tab   Queries group), Find Unmatched Query Wizard		
<b>Update Query, Use</b>	AC 162		Create query, Update button (Query Tools Design tab   Query Type group), select field, click Update To row in design grid	Right-click any open area in upper pane, point to Query Type on shortcut menu, click Update Query on Query Type submenu	
<b>Wildcard, Use</b>	AC 83	In Design view, click Criteria row in design grid, type criterion including wildcard			

**Table 5: Microsoft Outlook 2010 Quick Reference Summary**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Appointment, Change Date for</b>	OUT 80	Double-click appointment, change date <i>or</i> Drag appointment to different date in Date Navigator			CTRL+O, change date
<b>Appointment, Change Time for</b>	OUT 79	Double-click appointment, change time <i>or</i> Drag appointment to different time slot in appointment area			CTRL+O, change time
<b>Appointment, Create</b>	OUT 62, OUT 64	Drag to select time slots, type appointment title	New Appointment button (Home tab   New group)		CTRL+SHIFT+A
<b>Appointment, Delete</b>	OUT 82		Delete button (Calendar Tools Appointment Series tab   Actions group)	Delete	DELETE
<b>Appointment, Save</b>	OUT 69	Close button, Yes to save changes	Save & Close button (Appointment tab   Actions group)		
<b>Appointment, Set Recurrence Options for</b>	OUT 72		Recurrence button (Appointment tab   Options group)		
<b>Appointment, Set Reminder for</b>	OUT 68		Reminder box arrow (Appointment tab   Options group)		
<b>Appointment, Set Status for</b>	OUT 67		Show As box arrow (Appointment tab   Options group)		
<b>Attach File to E-mail Message</b>	OUT 30	Drag file to message area	Attach File button (Message tab   Include group or Insert tab   Include group)	Copy, right-click message area, click Paste	
<b>Attachment, Preview</b>	OUT 33	Click message header, click attachment			
<b>Attachment, Save</b>	OUT 35		Save As button (Attachment Tools Attachments tab   Actions group), Save button (Save Attachment dialog box)	Save As	
<b>Calendar, Accept Meeting Request</b>	OUT 96		Accept button (Meeting tab   Respond group)		CTRL+ALT+R
<b>Calendar, Delete Personal Calendar</b>	OUT 108		Delete Calendar button (Folder tab   Actions group)	Delete Calendar	
<b>Calendar, Display Day View</b>	OUT 62		Day button (Home tab   Arrange group)		CTRL+ALT+1
<b>Calendar, Display Different Month in</b>	OUT 80	Click left or right scroll arrow			PAGE UP or PAGE DOWN
<b>Calendar, Display List View</b>	OUT 102		Change View button (View tab   Current View group), click List		
<b>Calendar, Display Month View</b>	OUT 60		Month button (Home tab   Arrange group)		CTRL+ALT+4
<b>Calendar, Display Personal Folder</b>	OUT 56	Click folder check box			
<b>Calendar, Display Schedule View</b>	OUT 60		Schedule View button (Home tab   Arrange group)		CTRL+ALT+5
<b>Calendar, Display Week View</b>	OUT 59		Week button (Home tab   Arrange group)		CTRL+ALT+3

Table 5: Microsoft Outlook 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Calendar, Display Work Week View</b>	OUT 58		Work Week button (Home tab   Arrange group)		CTRL+ALT+2
<b>Calendar, Export Subfolder</b>	OUT 104		File   Open tab   Import   Export to a file (Import and Export Wizard)		
<b>Calendar, Go to Specific Date</b>	OUT 57	Click date in Date Navigator	Go To Dialog Box Launcher (Home tab   Go To group)		CTRL+G
<b>Calendar, Import Subfolder</b>	OUT 108		File   Open tab   Import   Import from another program or file (Import and Export Wizard)		
<b>Calendar, Print Table Style</b>	OUT 103		Change View button (View tab   Current View group), click List, Print button (File tab   Print   Table Style)		CTRL+P
<b>Calendar, Print Weekly Calendar Style</b>	OUT 100		Change View button (View tab   Current View group), click Calendar, Print button (File tab   Print   Weekly Calendar Style)		CTRL+P
<b>Calendar, Recurrence Options, Set for Appointment/Event/Meeting</b>	OUT 72		Recurrence button (Appointment tab   Options group)		
<b>Calendar, Reminder, Set for Appointment/Event/Meeting</b>	OUT 68		Reminder box arrow (Appointment tab   Options group)		
<b>Calendar, Remove Default Calendar from Appointment Area</b>	OUT 56	Click Calendar check box in My Calendars Pane (to remove check mark)			
<b>Cancel Meeting</b>	OUT 98		Cancel Meeting button (Calendar Tools Meeting tab   Actions group)		
<b>Change Meeting Time</b>	OUT 98	Double-click meeting, change time or Drag meeting to new time			
<b>Create Appointment</b>	OUT 62, OUT 64	Drag to select time slots, type appointment title	New Appointment button (Home tab   New group)		CTRL+N
<b>Create Event</b>	OUT 84		New Appointment button (Home tab   New group), click All day event		
<b>Create Folder in Inbox</b>	OUT 36		New Folder button (Folder tab   New group)	New Folder	
<b>Create Meeting</b>	OUT 93		New Meeting button (Home tab   New group)		
<b>Create New E-mail Message</b>	OUT 9		New E-mail button (Home tab   New group)		CTRL+N
<b>Create Personal Folder</b>	OUT 54		New Calendar button (Folder tab   New group)		CTRL+SHIFT+E
<b>Date, Go to</b>	OUT 57	Click date in Date Navigator	Go To Dialog Box Launcher (Home tab   Go To group)		Press CTRL+G



**Table 5: Microsoft Outlook 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Day View, Display in Calendar</b>	OUT 56		Day button (View tab   Arrangement group)		CTRL+ALT+1
<b>Default Calendar, Remove from Appointment Area</b>	OUT 56	Click Calendar check box in My Calendars pane (to remove check mark)			
<b>Delete Appointment</b>	OUT 82		Delete button (Calendar Tools Appointment Series tab   Actions group)	Delete	DELETE
<b>Delete E-mail Message</b>	OUT 22	Drag to Deleted Items folder	Delete button (Home tab   Delete group)		DELETE or CTRL+D
<b>Delete Event</b>	OUT 87		Delete button (Calendar Tools Appointment tab   Actions group)		DELETE
<b>Delete Personal Calendar</b>	OUT 108		Delete Calendar button (Folder tab   Actions group)	Delete Calendar	DELETE
<b>Deleted Items Folder, Move E-mail Message to</b>	OUT 22	Drag to Deleted Items folder	Delete button (Home tab   Delete group)		DELETE or CTRL+D
<b>Display Calendar in List View</b>	OUT 102		Change View button (View tab   Current View group), click List		
<b>E-mail Message, Attach File to</b>	OUT 30		Attach File button (Message tab   Include group) or Insert tab   Include group		
<b>E-mail Message, Change Format to Plain Text</b>	OUT 21		Plain Text button (Format Text tab   Format button)		
<b>E-mail Message, Check Spelling</b>	OUT 24		Spelling & Grammar button (Review tab   Proofing group)		F7
<b>E-mail Message, Close</b>	OUT 15	Click the Close button	Close button (File tab   Close)		
<b>E-mail Message, Compose New</b>	OUT 8		New E-mail button (Home tab   New group)		CTRL+N
<b>E-mail Message, Delete</b>	OUT 22		Delete button (Home tab   Delete group)	Delete	DELETE
<b>E-mail Message, Forward</b>	OUT 19		Forward button (Home tab   Respond group)		CTRL+F
<b>E-mail Message, Mark as Read</b>	OUT 15		Unread/Read button (Home tab   Tags group)	Mark as Read	CTRL+Q
<b>E-mail Message, Mark as Unread</b>	OUT 15		Unread/Read button (Home tab   Tags group)	Mark as Unread	CTRL+U
<b>E-mail Message, Open</b>	OUT 14	Double-click message header			CTRL+O
<b>E-mail Message, Print</b>	OUT 15		Print button (File tab   Print)	Quick Print	CTRL+P
<b>E-mail Message, Read</b>	OUT 14	Select message in message list and read in Reading Pane			
<b>E-mail Message, Reply</b>	OUT 17		Reply button (Home tab   Respond group)		CTRL+R
<b>E-mail Message, Reply All</b>	OUT 17		Reply All button (Home tab   Respond group)		CTRL+SHIFT+R

Table 5: Microsoft Outlook 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>E-mail Message, Save Response in Drafts Folder</b>	OUT 27		Save button (Quick Access Toolbar)		CTRL+S
<b>E-mail Message, Send</b>	OUT 11				ALT+S or CTRL+ENTER
<b>E-mail Message, Set High Importance for</b>	OUT 32		High Importance button (Message tab   Tags group)		
<b>Event, Create</b>	OUT 84		New Appointment button (Home tab   New group), click All day event check box	New All Day Event	CTRL+SHIFT+A
<b>Event, Delete</b>	OUT 87		Delete button (Calendar Tools Appointment tab   Actions group)		DELETE
<b>Event, Save</b>	OUT 86		Save & Close button (Event tab   Actions group)		
<b>Event, Set Recurrence Options for</b>	OUT 88		Recurrence button (Event tab   Options group)		
<b>Export Calendar Subfolder</b>	OUT 104		File   Open tab   Import   Export to a file (Import and Export Wizard)		
<b>File, Attach to E-mail Message</b>	OUT 30		Attach File button (Message tab   Include group)		
<b>Folder, Create in Inbox</b>	OUT 36		New Folder button (Folder tab   New group)	New Folder	CTRL+SHIFT+E
<b>Folder, Create Personal Calendar Folder</b>	OUT 54		New Calendar button (Folder tab   New group)	New Calendar	
<b>Folder, Move E-mail Message to</b>	OUT 37	Drag e-mail message to folder	Move button (Home tab   Move group)	Move   folder name	
<b>Forward E-mail Message</b>	OUT 19		Forward button (Home tab   Respond group)	Forward	CTRL+F
<b>Go to Date</b>	OUT 57		Go To Dialog Box Launcher (Home tab   Go To group)		Press CTRL+G
<b>High Importance, Set for E-mail Message</b>	OUT 32		High Importance button (Message tab   Tags group)		
<b>Import Personal Subfolder</b>	OUT 108		File   Open tab   Import   Import from another program or file (Import and Export Wizard)		
<b>Importance, Set to High for E-mail Message</b>	OUT 32		High Importance button (Message tab   Tags group)		
<b>Invite People to Meeting</b>	OUT 94		New Meeting button (Home tab   New group), type e-mail address and subject, click Send		
<b>List View, Display for Calendar</b>	OUT 102		Change View button (View tab   Current View group), click List		
<b>Meeting, Cancel</b>	OUT 98		Cancel Meeting button (Calendar Tools Meeting tab   Actions group)		
<b>Meeting Cancellation Notice, Send</b>	OUT 98	Send Cancellation button in message header			
<b>Meeting, Create</b>	OUT 94		New Meeting button (Home tab   New group)		CTRL+SHIFT+Q

**Table 5: Microsoft Outlook 2010 Quick Reference Summary (continued)**

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Meeting, Invite People to</b>	OUT 94		New Meeting button (Home tab   New group), type e-mail address and subject, click Send		
<b>Meeting Time, Change</b>	OUT 98	Double-click meeting, change time or Drag meeting to new time			
<b>Meeting Time, Propose New</b>	OUT 98		Propose New Time button (Calendar Tools Meeting Occurrence tab   Respond group)		
<b>Message Format, Change to Plain Text</b>	OUT 21		Plain Text button (Format Text tab   Format group)		
<b>Message List, Arrange by Date</b>	OUT 7	Click Arrange by: Date column heading		Date	
<b>Message List, Show in Groups</b>	OUT 8		Show In Groups button (View tab   Arrangement group   More button)	Show in Groups	
<b>Month View, Display in Calendar</b>	OUT 60		Month button (Home tab   Arrange group)		CTRL+ALT+4
<b>Move E-mail Message to Folder</b>	OUT 37	Drag e-mail message to folder	Move button (Home tab   Move group)	Move   folder name	
<b>Open E-mail Message</b>	OUT 14	Double-click message header			CTRL+O
<b>Outlook Data File, Open</b>	OUT 7		Open Outlook Data File button (File tab   Open tab), Open Outlook Data File		
<b>Personal Calendar, Delete</b>	OUT 108		Delete Calendar button (Folder tab   Actions group)	Delete Calendar	DELETE
<b>Personal Folder, Create</b>	OUT 54		New Calendar button (Folder tab   New group)		CTRL+SHIFT+E
<b>Personal Folder, Display</b>	OUT 56	Click check box in My Calendars pane			
<b>Personal Subfolder, Import</b>	OUT 108		File   Open tab   Import   Export to a file (Import and Export Wizard)		
<b>Plain Text, Change Message Format to</b>	OUT 21		Plain Text button (Format Text tab   Format group)		
<b>Preview Attachment</b>	OUT 33	Click message header, click attachment			
<b>Print Calendar in Table Style (List View)</b>	OUT 103		File   Print tab   Table Style		CTRL+P
<b>Print Calendar in Weekly Style</b>	OUT 100		File   Print tab   Weekly Calendar Style		CTRL+P
<b>Print E-mail Message</b>	OUT 15		Print button (File tab   Print tab)	Quick Print	CTRL+P
<b>Propose Meeting Time</b>	OUT 98		Propose New Time button (Calendar Tools Meeting Occurrence tab   Respond group)		
<b>Quit Outlook</b>	OUT 38, OUT 109	Click Close button	Exit button (File tab)		
<b>Read E-mail Message</b>	OUT 14	Message header in message list			

Table 5: Microsoft Outlook 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Recurrence Options, Set for Appointment</b>	OUT 72		Recurrence button (Appointment tab   Options group)		
<b>Recurrence Options, Set for Event</b>	OUT 88		Recurrence button (Event tab   Options group)		
<b>Reminder, Set for Appointment</b>	OUT 68		Reminder box arrow (Appointment tab   Options group)		
<b>Reply to E-mail Message</b>	OUT 17		Reply button (Home tab   Respond group)	Reply	CTRL+R
<b>Save Appointment</b>	OUT 69		Save & Close button (Appointment tab   Actions group)		
<b>Save Attachment</b>	OUT 33		Save As button (Attachment Tools Attachments tab   Actions group), Save button (Save Attachment dialog box)		
<b>Save E-mail Message in Drafts Folder</b>	OUT 27	Save button on Quick Access Toolbar	Save (File tab   Save tab)		
<b>Save Event</b>	OUT 86		Save & Close button (Event tab   Actions group)		
<b>Schedule View, Display in Calendar</b>	OUT 60		Schedule View button (Home tab   Arrange group)		CTRL+ALT+5
<b>Send E-mail Message</b>	OUT 8	Send button (message window)			ALT+S
<b>Send Meeting Cancellation Notice</b>	OUT 99	Send Cancellation button in message header			
<b>Spelling, Check as You Type</b>	OUT 24		Spelling & Grammar button (Review tab   Proofing group)	Right-click error, click correct word on shortcut menu	F7
<b>Status, Set for Appointment</b>	OUT 67		Show As box arrow (Appointment tab   Options group)		
<b>Table Style (List View), Print Calendar in</b>	OUT 103		File   Print tab   Table Style		CTRL+P
<b>Undo</b>	OUT 9	Undo button on Quick Access Toolbar			CTRL+Z
<b>Update Changed Meeting</b>	OUT 95	Change meeting time, click Send Update button			
<b>Week View, Display in Calendar</b>	OUT 59		Week button (Home tab   Arrange group)		CTRL+ALT+3
<b>Weekly Style, Print Calendar in</b>	OUT 100		File   Print tab   Weekly Calendar Style		CTRL+P
<b>Work Week View, Display in Calendar</b>	OUT 58		Work Week button (Home tab   Arrange group)		CTRL+ALT+2