

Appendix E

MS OFFICE CHEAT SHEET

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| F1 | Help |
| F4 | Repeats the last action |
| F12 | Save as |
| Ctrl+Home | Beginning of document |
| Ctrl+End | End of document |
| Ctrl+Roll Mouse Wheel | Zoom in and out |
| Ctrl+C | Copy |
| Ctrl+X | Cut |
| Ctrl+F | Find |
| Ctrl+V | Paste |
| Ctrl+P | Print |
| Ctrl+S | Save |
| Ctrl+Pg up/Pg down | Move to next worksheet |
| Ctrl+↑/↓ | Move to top/bottom cell in a column |
| Ctrl+Shft+↑/↓ | Select to top/bottom of column |
| Ctrl+Click—while holding over components | Selects all clicked items |
