

Common shortcuts

(apply to most software, including Microsoft365)

- Ctrl-X – Cut
- Ctrl-C – Copy
- Ctrl-V – Paste
- Ctrl-A – Select all
- Ctrl-S – Save
- Ctrl-Z – Undo
- Ctrl-Y – Redo
- Page up – will move you up
- Page down – will move you down
- Shift select – selects a group
- Ctrl select – selects individual items
- Ctrl-K – insert hyperlink

Microsoft-specific shortcuts

- Win-D – Go to desktop
- Win-E – Open explorer
- Win-L – Lock computer
- Win-Arrows – View side by side
- Alt-Tab – Cycle through applications
- Alt-Shift-Tab – Reverse through applications
- Win-Tab shows all open documents/applications
- Two finger swipe on keypad to scroll
- Three finger swipe down to show desktop

Formatting shortcuts in Microsoft365 (Excel, Word, Outlook & many others)

- Ctrl-B – Bold
- Ctrl-I – Italic
- Ctrl-U – Underline
- Home – will move you to the very left of a line
- End – will move you to the very end of a line
- Ctrl-Home – will move you to the very top of a
- Ctrl-End – will move you to the very end of a
- Ctrl-F – Find
- Ctrl-H – Replace
- Ctrl-Shift-> - Increase Font Size

- Ctrl-Shift-< - Decrease Font Size
- Win-Shift-F3 – toggle between all caps, lowercase and sentence case
- F9 – update all fields
- Backspace key deletes to the left, delete key deletes to the right
- Holding Shift while performing any movement action will highlight content
- Holding Ctrl while using the arrow keys will skip over content quicker
- Format painter repeats formatting, double click to have it stick (can be used multiple times)
- Find and replace works with almost anything, including replacing with nothing or a space
- Grouping items can create efficiencies
- Using a theme can help change formatting quickly and easily
- The snip tool (Windows-Shift-S) captures screen grabs quickly and easily

Web browser shortcuts

(Chrome, Firefox, etc):

- Ctrl-T – New Tab
- Ctrl-Shift-T – Open last closed Tab
- Ctrl-W – Close Tab (Ctrl-Shift-W closes all open Tabs)
- Ctrl-Tab – Cycle through Tabs
- Ctrl-Shift-Tab – Reverse cycle through Tabs
- Ctrl-(any number 1-9) goes direct to that Tab in order from left
- F5 – Refresh
- F6 – Focus address bar (insanely helpful!)
- Ctrl-Shift-N (Chrome), Ctrl-Shift-P (Firefox) - New page in incognito / safe mode
- Shift-F5 – Force refresh (try if the website isn't working right)
- Alt-Back or Alt-Forward – Navigate back or forward in history
- Ctrl-H (Chrome) – Open history page
- Ctrl-Shift-B (Chrome) – Hide / Show bookmarks

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