
















The following commands were covered in this book.

All of the commands have speech function accessibility, with the proper Office setup. See **Help>Speech Functions>Accessibility** in any Microsoft Office application for instructions.






Function	Button	Ribbon	Keyboard Shortcuts	Application
Accept Suggested Changes		Review>Changes>Accept and Move to Next		Word
Add Fields to a Form		Design>Tools>Add Existing Fields		Access
Add Tables to Relationship Window		Design>Relationships>Show Table		Access
Advanced Filter		Home>Sort & Filter>Advanced>Advanced Filter/Sort		Access
Align Cell Contents in Worksheet		Home>Alignment>[Alignment Option]		Excel
Align Center		Home>Paragraph>Center	CTRL + E	Word, PowerPoint
Align Justified		Home>Paragraph>Justify	CTRL + J	Word, PowerPoint
Align Left		Home>Paragraph>Align Text Left	CTRL + L	Word, PowerPoint
Align Right		Home>Paragraph>Align Text Right	CTRL + R	Word, PowerPoint
Analyze Database Table		Database Tools>Analyze>Analyze Table		Access
Animate Slide Show		Animations>Animations>Custom Animation		PowerPoint
APowerPointend Query		Design>Query Type>APowerPointend		Access
Arrange Windows		View>Window>Arrange All		Word, Excel, PowerPoint
AutoFilter		Data>Sort & Filter>Filter	CTRL + SHIFT + L	Excel
AutoFit Table Contents		Layout>Cell Size>AutoFit>AutoFit Contents		Word
AutoSum		Formulas>Function Library>AutoSum	ALT + =	Excel




















Function	Button	Ribbon	Keyboard Shortcuts	Application
Axis Titles of a Chart		Layout>Labels>Axis Titles		Excel
Bibliography Style		References>Citations & Bibliography>Style		Word
Bold		Home>Font>Bold	 + 	Word, Excel, Access, PowerPoint
Borders		Home>Paragraph>Border		Word
Borders		Home>Font>Border		Excel
Bullets		Home>Paragraph>Bullets		Word, PowerPoint
Cell Styles		Home>Styles>Cell Styles		Excel
Change Case		Home>Font>Change Case		Word, PowerPoint
Change Chart Type		Design>Type>Change Chart Type		Excel
Change Order of Slides		View>Presentation Views>Slide Sorter		PowerPoint
Chart		Insert>Illustrations>Chart		Word, PowerPoint
Chart		Insert>Charts>[Chart Type]		Excel
Chart in Database Form or Report		Design>Controls>Insert Chart		Access
Chart Title		Layout>Labels>Chart Title		Excel
Clear Formatting		Home>Font>Clear Formatting		Word, PowerPoint
Clip Art		Insert>Illustrations>Clip Art		Word, Excel, PowerPoint
Clip Art Layout Options		Format>Arrange>Text Wrapping>More Layout Options		Word
Close a Database		Office>Close Database		Access
Close a Document		Office>Close	 +  or  + 	Word



















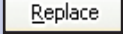
Function	Button	Ribbon	Keyboard Shortcuts	Application
Close a Presentation		Office>Close	CTRL + W or CTRL + F4	PowerPoint
Close a Window		Office>Close	CTRL + W or CTRL + F4	Word, Excel, PowerPoint
Close a Workbook		Office>Close	CTRL + W or CTRL + F4	Excel
Column Break		Page Layout>Page Setup>Breaks>Column		Word
Columns in a Document		Page Layout>Page Setup>Columns		Word
Columns on a Slide		Home>Paragraph>Columns		PowerPoint
Combine Documents		Review>Compare>Combine		Word
Compare Documents		Review>Compare>Compare		Word
Copy		Home>Clipboard>Copy	CTRL + C	Word, Excel, Access, PowerPoint
Create a New Database		Office>New	CTRL + N	Access
Create a New Document		Office>New	CTRL + N	Word
Create a New File		Office>New	CTRL + N	Word, Excel, Access, PowerPoint
Create a New Presentation		Office>New	CTRL + N	PowerPoint
Create a New Workbook		Office>New	CTRL + N	Excel
Cut		Home>Clipboard>Cut	CTRL + X	Word, Excel, Access, PowerPoint
Database Form		Create>Forms>Form		Access
Database Report		Create>Reports>Report		Access
Database Table		Create>Tables>Table Design		Access

Function	Button	Ribbon	Keyboard Shortcuts	Application
Database Table Templates		Create>Tables>Table Templates		Access
Datasheet View		Home>Views>View>Datasheet View		Access
Decrease Indent		Home>Paragraph>Decrease Indent	 +  + 	Word
Decrease Indent		Home>Paragraph>Decrease List Level		PowerPoint
Delete Datasheet Records		Home>Records>Delete		Access
Delete Table Columns		Layout>Rows & Columns>Delete>Delete Columns		Word
Delete Table Rows		Layout>Rows & Columns>Delete>Delete Rows		Word
Delete Worksheet Cells		Home>Cells>Delete>Delete Cells		Excel
Demote Text to Lower Level		Outlining>Outline Tools>Demote		Word
Design View		Home>Views>View>Design View		Access
Draft View		View>Document Views>Draft View		Word
Envelope		Mailings>Create>Envelopes		Word
Exit Access		Office>Exit Access		Access
Exit Excel		Office>Exit Excel		Excel
Exit PowerPoint		Office>Exit PowerPoint		PowerPoint
Exit Word		Office>Exit Word		Word
Export Database Table to Word		External Data>Export>Word		Access
Filter a Table, Query, or Report		Home>Sort & Filter>Filter		Access
Filter Selected Cells		Data>Sort & Filter>Filter	 +  + 	Excel
Filter Selected Records in a Table or Query		Home>Sort & Filter>Selection		Access



















Function	Button	Ribbon	Keyboard Shortcuts	Application
Find		Home>Editing>Find & Select	CTRL + F	Excel
Find		Home>Editing>Find	CTRL + F	Word, PowerPoint
Find		Home>Find>Find	CTRL + F	Access
Find a Synonym		Review>Proofing>Thesaurus	SHIFT + F7	Word, Excel, PowerPoint
Font		Home>Font>Font		Word, Excel, Access, PowerPoint
Font Color		Home>Font>Font Color		Word, Excel, Access, PowerPoint
Font Size		Home>Font>Font Size		Word, Excel, Access, PowerPoint
Footer		Insert>Header & Footer>Footer		Word
Form		Create>Forms>Form		Access
Form Labels		Design>Controls>Label		Access
Form View		Home>Form View		Access
Format Cells in Worksheet		Home>Cells>Format		Excel
Format Painter		Home>Clipboard>Format Painter		Word, Excel, Access, PowerPoint
Freeze Panes		View>Window>Freeze Panes		Excel
Full Screen Reading		View>Document Views>Full Screen Reading		Word
Function		Formulas>Function Library>Insert Function	SHIFT + F3	Excel
Group Report Data		Format>Grouping & Totals>Group & Sort		Access
Header		Insert>Header & Footer>Header		Word
Header		Insert>Text>Header & Footer		Excel, PowerPoint
Help		Microsoft Office Word Help Microsoft Office Excel Help Microsoft Office Access Help Microsoft Office PowerPoint Help	F1	Word, Excel, Access, PowerPoint

Function	Button	Ribbon	Keyboard Shortcuts	Application
Hide Slide		Slide Show>Set Up>Hide Slide		PowerPoint
Hide Window		View>Window>Hide		Excel
Highlight Text		Home>Font>Text Highlight Color		Word
Hyperlink		Insert>Links>Hyperlink	CTRL + K	Word, Excel, PowerPoint
Import Excel File to Database		External Data>Import>Excel		Access
Import Text File to Database		External Data>Import>Text File		Access
Increase Indent Level		Home>Paragraph>Increase Indent	CTRL + M	Word, PowerPoint
Increase List Level		Home>Paragraph>Increase List Level	CTRL + M	Word, PowerPoint
Insert Table Row Above		Layout>Rows & Columns>Insert Above		Word, PowerPoint
Insert Worksheet		Insert>Cells>Insert>Insert Sheet		Excel
Insert Worksheet Cells		Home>Cells>Insert>Insert Cells		Excel
Italic		Home>Font>Italic	CTRL + I	Word, Excel, PowerPoint, Access
Line Spacing		Home>Paragraph>Line Spacing		Word, PowerPoint
Lookup Field		Datasheet>Fields & Columns>Lookup Column		Access
Mail Merge Wizard		Mailings>Start Mail Merge>Start Mail Merge		Word
Make-Table Query		Design>Query Type>Make Table		Access
Margins		Page Layout>Page Setup>Margins		Word, Excel
Merge Table Cells		Layout>Merge>Merge Cells		Word, PowerPoint
Move Chart to New Worksheet		Design>Location>Move Chart		Excel
Movie		Insert>Media Clips>Movie		PowerPoint

Function	Button	Ribbon	Keyboard Shortcuts	Application
Multilevel List		Home>Paragraph>Multilevel List		Word
Multiple Item Form		Create>Forms>Multiple Items		Access
New Comment		Review>Comments>New Comment		Word, Excel, PowerPoint
New Page		Insert>Pages>Blank Page		Word
New Slide		Home>Slides>New Slide		PowerPoint
Normal View		View>Presentation Views>Normal View		PowerPoint
Normal View		View>Workbook Views>Normal View		Excel
Numbering		Home>Paragraph>Numbering		Word, PowerPoint
Open a Database		Office>Open	CTRL + O	Access
Open a Document		Office>Open	CTRL + O	Word
Open a File		Office>Open	CTRL + O	Word, Excel, Access, PowerPoint
Open a Presentation		Office>Open	CTRL + O	PowerPoint
Open a Workbook		Office>Open	CTRL + O	Excel
Orientation		Page Layout>Page Setup>Orientation		Word, Excel
Orientation		Slide Master>Page Setup>Slide Orientation		PowerPoint
Page Background Color		Page Layout>Page Background>Page Color		Word
Page Break		Insert>Pages>Page Break	CTRL + ENTER	Word
Page Break Preview		View>Workbook Views>Page Break Preview		Excel
Page Number		Insert>Header & Footer>Page Number		Word











Function	Button	Ribbon	Keyboard Shortcuts	Application
Password for Database		Database Tools>Database Tools>Encrypt with Password		Access
Paste		Home>Clipboard>Paste	CTRL + V	Word, Excel, Access, PowerPoint
Paste Special		Home>Clipboard>Paste>Paste Special		Word, Excel, Access, PowerPoint
Preview Slide Show Animations		Animations>Preview>Preview		PowerPoint
Primary Key for Database Table		Design>Tools>Primary Key		Access
Print		Office>Print	CTRL + P	Word, Excel, Access, PowerPoint
Print Area		Page Layout>Page Setup>Print Area		Excel
Print Layout View		View>Document Views>Print Layout	CTRL + ALT + P	Word
Print Preview		Office>Print>Print Preview		Word, Excel, Access, PowerPoint
Promote Text to Heading Level 1		Outlining>Outline Tools>Promote to Heading Level 1		Word
Query in Design View		Create>Other>Query Design		Access
Query Wizard		Create>Other>Query Wizard		Access
Reject Suggested Changes		Review>Changes>Reject and Move to Next		Word
Relationship Report		Design>Tools>Relationship Report		Access
Remove Filters		Home>Sort & Filter>Advanced>Clear All Filters		Access
Remove Split in Window		View>Window>Remove Split		Word
Remove Split in Window		View>Window>Split		Excel
Repeat		Quick Access Toolbar>Redo	CTRL + Y	Word, Excel, Access, PowerPoint
Replace		Home>Editing>Replace	CTRL + H	Word, PowerPoint
Replace		Home>Find>Replace		Access



Function	Button	Ribbon	Keyboard Shortcuts	Application
Report		Create>Reports>Report		Access
Report in Design View		Create>Reports>Design		Access
Report Labels		Create>Reports>Labels		Access
Report Wizard		Create>Reports>Report Wizard		Access
Run Query		Design>Results>Run		Access
Save		Office>Save	CTRL + S	Word, Excel, Access, PowerPoint
Save As		Office>Save As	F12	Word, Excel, Access, PowerPoint
Select All		Home>Editing>Select>Select All		Word, PowerPoint
Set Up Slide Show		Slide Show>Set Up>Set Up Slide Show		PowerPoint
Shade Tables		Design>Table>Styles>Shading		Word, PowerPoint
Show Markup		Review>Comments>Show Markup		Excel
Show Markup		Review>Tracking>Show Markup		Word
Show Nonprinting Characters		Home>Paragraph>Show/Hide	CTRL + *	Word
Show or Hide Relationships		Database Tools>Show/Hide>Relationships		Access
Show or Hide Worksheet Gridlines		View>Show/Hide>Gridlines		Excel
Show or Hide Worksheet Headings		View>Show/Hide>Headings		Excel
Slide Layout		Home>Slides>Layout		PowerPoint
Slide Master View		View>Presentation Views>Slide Master		PowerPoint
Slide Orientation		Design>Page Setup>Slide Orientation		PowerPoint
Slide Sorter View		View>Presentation Views>Slide Sorter		PowerPoint

Function	Button	Ribbon	Keyboard Shortcuts	Application
SmartArt		Insert>Illustrations>SmartArt		Word, Excel, PowerPoint
Sort		Home>Paragraph>Sort		Word
Sort Ascending Order		Data>Sort & Filter> Sort A to Z		Excel
Sort Ascending Order		Home>Sort & Filter> Ascending		Access
Sort Descending Order		Data>Sort & Filter> Sort Z to A		Excel
Sort Descending Order		Home>Sort & Filter> Descending		Access
Sound		Insert>Media Clips>Sound		PowerPoint
Spelling		Review>Proofing>Spelling		Excel, PowerPoint
Spelling		Home>Records>Spelling		Access
Spelling and Grammar		Review>Proofing> Spelling & Grammar		Word
Split Database		Database Tools>Move Data>Access Database		Access
Split Form		Create>Forms>Split Forms		Access
Split Window		View>Window>Split		Word, Excel
Start Access		Start>Programs>Microsoft Office>Microsoft Office Access 2007		Access
Start Excel		Start>Programs>Microsoft Office>Microsoft Office Excel 2007		Excel
Start PowerPoint		Start>Programs>Microsoft Office>Microsoft Office PowerPoint 2007		PowerPoint
Start Slide Show from Beginning		Slide Show>Start Slide Show>From Beginning		PowerPoint

Function	Button	Ribbon	Keyboard Shortcuts	Application
Start Word		Start>Programs>Microsoft Office>Microsoft Office Word 2007		Word
Styles		Home>Styles>Change Styles		Word
Switch Between Open Windows		View>Window>Switch Windows>[Name of Window]	SHIFT + F6	Word, Excel, Access, PowerPoint
Symbol		Insert>Symbols>Insert Symbol		Word, PowerPoint
Symbol		Insert>Text>Symbol		Excel
Table		Insert>Tables>Table		Word, Excel, PowerPoint
Table Borders		Table Tools>Design>Table Styles>Borders		Word, PowerPoint
Table in Database		Create>Tables>Table Design		Access
Table of Contents		References>Table of Contents		Word
Table Styles		Design>Table Styles>More		Word, PowerPoint
Text Box		Insert>Text>Text Box		Word, Excel, PowerPoint
Text Box to a Form		Design>Controls>Text Box		Access
Text to Table		Insert>Tables>Table>Convert Text to Table		Word
Thesaurus		Review>Proofing>Thesaurus	SHIFT + F7	Word, Excel, PowerPoint
Total Data		Home>Records>Totals		Access
Track Changes		Review>Tracking>Tracking Changes	CTRL + SHIFT + E	Word
Transition Effects		Animations>Transition to This Slide>[Transition]		PowerPoint
Turn Filter On and Off		Home>Sort & Filter>Toggle Filter		Access
Underline		Home>Font>Underline		Word, Excel, Access, PowerPoint

Function	Button	Ribbon	Keyboard Shortcuts	Application
Undo		Quick Access Toolbar>Undo	CTRL + Z	Word, Excel, Access, PowerPoint
Unfreeze panes		View>Window>Freeze Panes>Unfreeze Panes		Excel
Update Table of Contents		References>Table of Contents>Update Table		Word
View in Full Screen Mode		View>Workbook Views>Full Screen		Excel
Web Layout View		Page Layout>Document Views>Web Layout		Word
Windows Side by Side		View>Window>View Side by Side		Word
Word Count		Review>Proofing>Word Count		Word
WordArt		Insert>Text>WordArt		Word, Excel, PowerPoint
Worksheet Background		Page Layout>Page Setup>Background		Excel
Zoom In or Out		View>Zoom>Zoom		Word, Excel, PowerPoint