Word/Excel Cheat Sheets

MTMP

MASS TORTS MADE PERFECT

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Windows Shortcuts

KEY/COMBO		FUNCTION
ALT + TAB	-	Toggle through all open windows
⊞	-	Opens Start Menu (type to search)
⊞ **+ L**	-	Lock your computer
⊞ **+ E**	-	Opens File Explorer (a "folder")
⊞ **+ D**	-	Show/Hide Desktop (minimize/maximize all Windows)
⊞ **+ ,**	-	Peak at Desktop
⊞ **+ HOME**	-	Minimize all windows EXCEPT the in focus
⊞ **+ ARROWS**	-	Move/snap/minimize/maximize active window
CTRL + A	-	Select all
CTRL + C	-	Copy
CTRL + V	-	Paste
CTRL + X	-	Cut
CTRL + Z	-	Undo most recent action
CTRL + Y	-	Redo (undoes an undo)
CTRL + CLICK	-	Select multiple non-contiguous files/objects
SHIFT + CLICK	-	Select continuous range of objects
CTRL + N	-	Opens a duplicate folder window
CTRL + SHIFT + N	-	Creates a New subfolder
TYPE TEXT	-	Jump to file/subfolder alphabetically within a folder
SHIFT + DELETE	-	PERMANENTLY delete a file (skips recycle bin)

Word Shortcuts

KEY/COMBO		FUNCTION
DOUBLE CLICK	-	Select word
TRIPLE-CLICK	-	Select paragraph
CTRL + A	-	Select all
CTRL + C	-	Copy
CTRL + V	-	Paste
CTRL + X	-	Cut
CTRL + Z	-	Undo most recent action
CTRL + Y	-	Redo (undoes an undo)
CTRL + SHIFT + C	-	Copy Formatting
CTRL + SHIFT + V	-	Paste Formatting
CTRL + ARROWS	-	Jump to next/previous word
CTRL + SHIFT + ARROWS	-	Select next-previous word
CTRL + DELETE/BACKSPACE	-	Deletes the next/previous word
F4	-	Repeat previous action/formatting
CTRL + S	-	Save
F12	-	Save as
SHIFT + ENTER	-	Line return (without starting a new paragraph)
CTRL + ENTER	-	New Page/Section
CTRL + SHIFT + <> OR [ ]	- - -	Increases/decreases font size <> follows the default increments [ ] adjusts exactly one point size at a time
HOME	- -	Moves you to the beginning of a line Can combine with Shift to select from cursor to beginning
END	- -	Moves you to the end of a line Can combine with Shift to select from cursor to end

Word Shortcuts

CTRL + HOME	- -	Moves you to the beginning of the document Can combine with Shift to select from cursor to beginning
CTRL + END	- -	Moves you to the end of the document Can combine with Shift to select from cursor to end
CTRL + F	-	Find
CTRL + H	-	Find/Replace
ALT + LETTERS	-	Navigate the ribbon with keystrokes
CTRL + SHIFT + L	-	Create a bulleted list (or convert selected text to bullets)
CTRL + ALT + (1-3)	-	Apply Header styling to selected text
SHIFT + DELETE	-	Deletes a selected row/column of a table
SHIFT + END	-	Select entire row
ALT + SHIFT + PGDN	-	Select entire column

Excel Shortcuts

KEY/COMBO	FUNCTION
F2	- Opens selected cell for editing - While editing, keeps arrows or backspace from navigating out of current cell
F4	- Does previous action again
CTRL + A	- Select All - First time will only select continuous cells - Second time will select entire spreadsheet
CTRL + SHIFT + L	- Toggles filters on/off
CTRL + SPACE	- Select an entire column
SHIFT + SPACE	- Select an entire row
CTRL + ARROW	- Jumps to last filled cell in that row/column - Doing it a second time takes you to the last cell in row/column (end of spreadsheet) - Will stop at every gap, so great way to find blank spaces
CTRL + SHIFT + ARROW	- Selects from where you are to the last filled cell in that row/column - Doing it a second time takes you to the last cell in row/column - Will stop anytime there's a gap in-between, so great way to find blank spaces
HOME	- Moves you to the furthest cell to the left in current row
SHIFT + HOME	- Selects current cell and all cells to the left
CTRL + HOME	- Moves you to the top-left corner of spreadsheet
CTRL + SHIFT + HOME	- Selects everything above and left of (and including) current cell
CTRL + SHIFT + END	- Selects everything to bottom-right filled cell
CTRL + SHIFT + '+' (PLUS SIGN)	- INSERT a new cell/row/column (depending on selection)
ALT + I FOLLOWED BY	- **R** = new row above active cell - **C** = new column to left of active cell
CTRL + ; (SEMI-COLON)	- Inserts the current date into the active cell
CTRL + SHIFT + :	- Inserts the current time of day into the active cell

Resource List

Justin's MTMP Paralegal Connect Sessions

MTMP.com/connect-materials PW:20connect

- Feb 25, 2021 –Excel Basics
- Mar 25, 2021 – Microsoft Word
- May 27, 2021 – Advanced Excel
- Sep 23, 2021 – Bulletbroof Briefs

GCF Global (5-minute tutorials on Word, Excel, Outlook, etc.)

https://edu.gcfglobal.org/en/topics/word/

Common Errors in English Usage

https://brians.wsu.edu/common-errors/

JasonMorrell on Youtube (Word Styles)

- Deep dive into Styles - https://www.youtube.com/watch?v=S9G4WoE-Wl0
- Exporting Styles - https://www.youtube.com/watch?v=hpEU9zlmsTw
- Numbered Lists - https://www.youtube.com/watch?v=He_ob8ydc9E

Typography for Lawyers (Fonts, CA Briefs)

https://typographyforlawyers.com

Elements of Style by Strunk and White

https://www.gutenberg.org/files/37134/37134-h/37134-h.htm

Style Manual

https://www.chicagomanualofstyle.org/home.html

Excel accounts on Social Media

- Miss Excel
- Excel Dictionary

Shortcuts

- https://shortcutworld.com/
- https://www.lifehack.org/804145/windows-keyboard-shortcuts
- https://www.customguide.com/cheat-sheet/windows-10-quick-reference.pdf
- https://computing.cs.cmu.edu/desktop/resources/w10-shortcuts.pdf