

## CIS 103

### Microsoft Office 2013/Windows 7 Challenge Exam Study Guide

Questions on the exam are taken from the textbook used in CIS 103 Microsoft Office and Windows . The book is available at the GRCC bookstore.

The Challenge Exam is 50 multiple choice questions worth 2 points each for a total of 100 points. A score of 70% or better constitutes a passing grade for the purpose of receiving credit for the class.

Material used for the questions in the Challenge Exam is taken from the textbook used for the CIS-103 Microsoft Office/Windows Course. Those taking the Challenge Exam should be familiar with the following functions of Windows 7 and Microsoft Office 2013:

#### **1. Part 1. Learning Windows 7 Basics.**

1. Working with the Windows 7 Desktop.
  - a. Includes material on logging on/off , starting/stopping
  - b. Using the interface: taskbar, dialog boxes, opening/maximizing/minimizing windows
  - c. Understanding user accounts: adding/deleting accounts, setting password,
2. understanding differences between admin and user accounts.
  - d. Pausing/hibernating/sleeping/locking/shutting down system
2. Working with Disks and Other Removable Media.
  - a. Understanding different types of storage
  - b. Working with CD and DVD media
  - c. Working with hard drives
  - d. Working with USB flash drives
3. Learning about Files, Folders, and Libraries
  - a. Using the Explorer Interface
  - b. Managing files and folders
  - c. Working with Libraries
  - d. Searching for files and folders
  - e. Creating shortcuts to files/folders/applications.
4. Organizing and Protecting Information.
  - a. Customizing the display of files/folders
  - b. Working with file properties
  - c. Setting file/folder permissions
5. Using Windows 7 Programs.
  - a. Opening/Closing/Saving/Printing from programs
  - b. Using the calculator
  - c. Using Notepad and Paint
  - d. Copying data between applications
  - e. Using the command prompt
6. Customizing the Desktop.
  - a. Changing the keyboard and mouse default settings
3. CO105 Challenge Exam 2010 L.Keizer/Computer Applications
  - b. Changing display settings
  - c. Desktop icons

# Quick Reference Summary

## Microsoft Word 2013 Quick Reference Summary

Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>All Caps</b>	WD 19	Change Case button (HOME tab   Font group), UPPERCASE			CTRL+SHIFT+A
<b>AutoCorrect Entry, Create</b>	WD 85	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>AutoCorrect, Delete Entry</b>	WD 86	Options (FILE tab), Proofing (Word Options dialog box), AutoCorrect Options button			
<b>AutoCorrect, Set Exceptions</b>	WD 87	Options (FILE tab), Proofing (Word Options dialog box), AutoCorrect Options button, Exceptions button (Auto Correction Exceptions dialog box)			
<b>Bibliographical List, Create</b>	WD 106	Bibliography button (REFERENCES tab   Citations & Bibliography group)			
<b>Bibliography Style, Change</b>	WD 89	Bibliography Style arrow (REFERENCES tab   Citations & Bibliography group)			
<b>Bold</b>	WD 29	Bold button (HOME tab   Font group)	Bold button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+B
<b>Border Paragraph</b>	WD 160	Borders arrow (HOME tab   Paragraph group)			
<b>Building Block, Create</b>	WD 170	'Explore Quick Parts' button (INSERT tab   Text group)			ALT+F3
<b>Building Block, Insert</b>	WD 172	'Explore Quick Parts' button (INSERT tab   Text group)			F3
<b>Building Block, Modify</b>	WD 171	'Explore Quick Parts' button (INSERT tab   Text group), press and hold or right-click building block, Edit Properties			

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Bullets, Apply</b>	WD 23	Bullets button (HOME tab   Paragraph group)	Bullets button on mini toolbar		* (ASTERISK), SPACEBAR
<b>Center</b>	WD 15	Center button (HOME tab   Paragraph group)	Center button on mini toolbar	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+E
<b>Center Page Vertically</b>	WD 43	Page Setup Dialog Box Launcher (PAGE LAYOUT tab   Page Setup group), Layout tab (Page Setup dialog box)			
<b>Change Case</b>	WD 19	Change Case button (HOME tab   Font group)		Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	SHIFT+F3
<b>Change Spacing before or after Paragraph</b>	WD 42	Spacing Before or Spacing After box (PAGE LAYOUT tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Paragraph on shortcut menu, Indents and Spacing tab (Paragraph dialog box)	
<b>Citation Placeholder, Insert</b>	WD 93	Insert Citation button (REFERENCES tab   Citations & Bibliography group), 'Add New Placeholder'			
<b>Citation, Edit</b>	WD 98		Tap or click citation, Citations Options arrow, Edit Citation		
<b>Citation, Insert</b>	WD 89	Insert Citation button (REFERENCES tab   Citations & Bibliography group), 'Add New Source'			
<b>Clear Formatting</b>	WD 161	'Clear All Formatting' button (HOME tab   Font group)			CTRL+SPACEBAR, CTRL+Q
<b>Click and Type</b>	WD 79		Position pointer until desired icon appears, then double-tap or double-click		
<b>Clip Art, Insert</b>	WD 148	Online Pictures button (INSERT tab   Illustrations group)			
<b>Color Text</b>	WD 26	Font Color arrow (HOME tab   Font group)	Font Color arrow on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	

**Microsoft Word 2013 Quick Reference Summary (continued)**

<b>Task</b>	<b>Page Number</b>	<b>Ribbon</b>	<b>Other On Screen Element</b>	<b>Shortcut Menu</b>	<b>Keyboard Shortcut</b>
<b>Copy</b>	WD 112	Copy button (HOME tab   Clipboard group)		Copy	CTRL+C
<b>Count Words</b>	WD 100	Word Count button (REVIEW tab   Proofing group)	Word Count indicator on status bar		CTRL+SHIFT+G
<b>Custom Dictionary, Set Default, View or Modify Entries</b>	WD 118	Options (FILE tab), Proofing (Word Options dialog box), Custom Dictionaries button			
<b>Date, Insert Current</b>	WD 168	'Insert Date and Time' button (INSERT tab   Text group)			
<b>Document Properties, Change</b>	WD 44	Properties button (FILE tab   Info tab)			
<b>Document Properties, Print</b>	WD 104	FILE tab   Print tab, first button in Settings area			
<b>Document Theme, Change</b>	WD 148	Themes button (DESIGN tab   Document Formatting group)			
<b>Double-Space</b>	WD 72	'Line and Paragraph Spacing' button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+2
<b>Double-Underline</b>	WD 80	Underline arrow (HOME tab   Font group)		Font, Font tab (Font dialog box)	CTRL+SHIFT+D
<b>Envelope, Address and Print</b>	WD 187	Create Envelopes button (MAILINGS tab   Create group), Envelopes tab (Envelopes and Labels dialog box)			
<b>Exit Word</b>	WD 46		Close button on title bar		
<b>Field, Convert to Regular Text</b>	WD 110				Tap or click field, CTRL+SHIFT+F9
<b>Field, Update</b>	WD 110			Update Field Touch mode: 'Show Context Menu' button on mini toolbar, Update Field on shortcut menu	Tap or click field, press F9
<b>Find Text</b>	WD 113	Find button (HOME tab   Editing group)	Page Number indicator on status bar		CTRL+F
<b>Font, Change</b>	WD 18	Font arrow (HOME tab   Font group)	Font arrow on mini toolbar Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	Font, Font tab (Font dialog box)	CTRL+D
<b>Font Size, Change</b>	WD 17	Font Size arrow (HOME tab   Font group)	Font Size arrow on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+D

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
Font Size, Decrease	WD 147	'Decrease Font Size' button (HOME tab   Font group)	Font button on mini toolbar	Font	CTRL+SHIFT+<
Font Size, Decrease 1 point	WD 80				CTRL+[
Font Size, Increase	WD 147	'Increase Font Size' button (HOME tab   Font group)	Font button on mini toolbar	Font	CTRL+SHIFT+>
Font Size, Increase 1 point	WD 80				CTRL+]
Footnote, Change Format	WD 99	Footnote & Endnote Dialog Box Launcher			
Footnote, Delete	WD 99	Select note reference mark, Cut button (HOME tab   Clipboard group)			CTRL+X
Footnote, Insert	WD 92	Insert Footnote button (REFERENCES tab   Footnotes group)			ALT+CTRL+F
Footnote, Move	WD 99	Select note reference mark, Cut button (HOME tab   Clipboard group); Paste button (HOME tab   Clipboard group)			CTRL+X; CTRL+V
Formatting Marks	WD 6	'Show/Hide ¶' button (HOME tab   Paragraph group)			CTRL+SHIFT+*
Go to a Page	WD 111	'Open the Navigation Pane' check box (VIEW tab   Show group), PAGES tab	Page Number indicator on status bar, PAGES tab		CTRL+G
Graphic, Adjust Brightness and Contrast	WD 153	Corrections button (PICTURE TOOLS FORMAT tab   Adjust group)	Format Picture, Picture button in Format Picture task pane		
Graphic, Change Border Color	WD 154	Picture Border arrow (PICTURE TOOLS FORMAT tab   Picture Styles group)			
Graphic, Change Color	WD 151	Color button (PICTURE TOOLS FORMAT tab   Adjust group)		Format Picture or Format Object, Picture Color button (Format Picture dialog box)	
Graphic, Flip	WD 157	Rotate Objects button (PICTURE TOOLS FORMAT tab   Arrange group)			
Graphic, Move	WD 155		Drag graphic		
Graphic, Resize	WD 36	Shape Height and Shape Width boxes (PICTURE TOOLS FORMAT tab   Size group)	Drag sizing handle	More Layout Options, Size tab (Layout dialog box)	
Graphic, Resize to % of Original	WD 150	Advanced Layout: Size Dialog Box Launcher (PICTURE TOOLS FORMAT tab   Size group), enter height and width (Layout dialog box)	Layout Options button attached to graphic, See more link in Layout Options gallery, Size tab (Layout dialog box)	'Size and Position'	
Graphic, Set Transparent Color	WD 152	Color button (PICTURE TOOLS FORMAT tab   Adjust group), 'Set Transparent Color' in Color gallery			

## Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Hanging Indent, Create</b>	WD 108	Paragraph Dialog Box Launcher (HOME tab   Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Drag Hanging Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+T
<b>Hanging Indent, Remove</b>	WD 80	Paragraph Dialog Box Launcher (HOME tab   Paragraph group), Indents and Spacing tab (Paragraph dialog box)	Drag Hanging Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+T
<b>Header and Footer, Close</b>	WD 77	'Close Header and Footer' button (HEADER & FOOTER TOOLS DESIGN tab   Close group)	Double-tap or double-click dimmed document text		
<b>Header, Switch to</b>	WD 74	'Add a Header' button (INSERT tab   Header & Footer group)	Double-tap or double-click dimmed header	Edit Header	
<b>Hide/Show White Space</b>	WD 102	Options (FILE tab), Display (Word Options dialog box)	Double-tap or double-click white space between pages		
<b>Hyperlink, Convert to Regular Text</b>	WD 163	'Add a Hyperlink' button (INSERT tab   Links group)	Undo Hyperlink (AutoCorrect Options menu)	Remove Hyperlink	
<b>Indent, Decrease</b>	WD 80	Decrease Indent button (HOME tab   Paragraph group)	Drag First Line Indent marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+SHIFT+M
<b>Indent, First-Line</b>	WD 82	Paragraph Settings Dialog Box Launcher (HOME tab   Paragraph group)	Drag 'First Line Indent' marker on ruler	Paragraph, Indents and Spacing tab (Paragraph dialog box)	TAB
<b>Indent, Increase</b>	WD 80	Increase Indent button (HOME tab   Paragraph group)			CTRL+M
<b>Insertion Point, Move Down/ Up One Line</b>	WD 12				DOWN ARROW/ UP ARROW
<b>Insertion Point, Move Down/ Up One Paragraph</b>	WD 12				CTRL+DOWN ARROW/ CTRL+UP ARROW
<b>Insertion Point, Move Down/ Up One Screen</b>	WD 12				PAGE DOWN/ PAGE UP
<b>Insertion Point, Move Left/ Right One Character</b>	WD 12				LEFT ARROW/ RIGHT ARROW
<b>Insertion Point, Move Left/ Right One Word</b>	WD 12				CTRL+LEFT ARROW/ CTRL+RIGHT ARROW
<b>Insertion Point, Move to Beginning/End of Document</b>	WD 12				CTRL+HOME/ CTRL+END
<b>Insertion Point, Move to Beginning/ End of Line</b>	WD 12				HOME/ END

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Insertion Point, Move to Bottom of Document Window</b>	WD 12				ALT+CTRL+PAGE DOWN/ ALT+CTRL+PAGE UP
<b>Italicize</b>	WD 25	Italic button (HOME tab   Font group)	Italic button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+I
<b>Justify Paragraph</b>	WD 80	Justify button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+J
<b>Left-Align Paragraph</b>	WD 80	Align Left button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+L
<b>Line Spacing, Change</b>	WD 72	'Line and Paragraph Spacing' button (HOME tab   Paragraph group)	Touch mode: 'Show Context button' on mini toolbar, Paragraph	Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context button' on mini toolbar, 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 187	Create Labels button (MAILINGS tab   Create group)			
<b>Margin Settings, Change</b>	WD 140	Adjust Margins button (PAGE LAYOUT tab   Page Setup group)	Drag margin boundary on ruler		
<b>Microsoft Account, Sign Out Of</b>	WD 45	Sign out link (FILE tab   Account tab)			
<b>Move Text</b>	WD 49	Cut button (HOME tab   Clipboard group); Paste button (HOME tab   Clipboard group)	Drag and drop selected text	Cut, Paste	CTRL+X, CTRL+V
<b>Nonbreaking Hyphen, Insert</b>	WD 173				CTRL+SHIFT+HYPHEN
<b>Nonbreaking Space, Insert</b>	WD 172	'Insert a Symbol' button (INSERT tab   Symbols group), More Symbols, Special Characters tab (Symbol dialog box)			CTRL+SHIFT+SPACEBAR
<b>Normal Style, Apply</b>	WD 165	No Spacing (HOME tab   Styles group)			CTRL+SHIFT+S
<b>Normal Style, Modify</b>	WD 70	Styles Dialog Box Launcher (HOME tab   Styles group), style arrow, Modify		Press and hold or right-click style (HOME tab   Styles group), Modify	
<b>Object, Change Position</b>	WD 144	Position Object button (DRAWING TOOLS FORMAT tab   Arrange group)	Layout Options button attached to graphic, See more link in Layout Options gallery		

## Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>On-Screen Keyboard, Display</b>	WD 6		Touch mode: Touch Keyboard button on Windows taskbar		
<b>Open a Document</b>	WD 47	Open (FILE tab)			CTRL+O
<b>Page Border, Add</b>	WD 41	'Borders and Shading' button (DESIGN tab   Page Background group)			
<b>Page Break, Insert</b>	WD 105	'Insert a Page Break' button (INSERT tab   Pages group)			CTRL+ENTER
<b>Page Number, Insert</b>	WD 76	'Add Page Numbers' button (HEADER & FOOTER TOOLS DESIGN tab   Header & Footer group)			
<b>Paragraph Indent, Decrease</b>	WD 80				CTRL+SHIFT+M
<b>Paste</b>	WD 112	Paste arrow (HOME tab   Clipboard group)	Paste Options button by moved/copied text	Paste	CTRL+V
<b>Paste Options</b>	WD 156	Paste arrow (HOME tab   Clipboard group)	Paste Options button by moved/copied text		
<b>Paste Options Menu, Display</b>	WD 113		Paste Options button by moved/copied text		
<b>Picture Effects, Apply</b>	WD 39	Picture Effects button (PICTURE TOOLS FORMAT tab   Picture Styles gallery)		Format Picture or Format Object Touch mode: 'Show Context Menu' button on mini toolbar, Format Object or Format Picture on shortcut menu	
<b>Picture Style, Apply</b>	WD 38	More button in Picture Styles gallery (PICTURE TOOLS FORMAT tab   Picture Styles group)		'Picture Quick Styles'	
<b>Picture, Insert</b>	WD 34	From File button (INSERT tab   Illustrations group)			
<b>Print Document</b>	WD 51	Print button (FILE tab   Print tab)			CTRL+P
<b>Print Layout View</b>	WD 53	Print Layout button (VIEW tab   Views group)	Print Layout button on status bar		
<b>Read Mode</b>	WD 52	Read Mode button (VIEW tab   Views group)	Read Mode button on status bar		
<b>Read Mode, Change Color</b>	WD 121	Page Color on View menu	Read Mode button on Status bar, Page Color on View menu		
<b>Readability Statistics</b>	WD 118	FILE tab   Print tab, Proofing (Word Options dialog box)			
<b>Redo</b>	WD 24		Redo button on Quick Access Toolbar		CTRL+Y



Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
Remove Character Formatting	WD 80				CTRL+SPACEBAR
Remove Paragraph Formatting	WD 80				CTRL+Q
Remove Space after Paragraph	WD 80	'Line and Paragraph Spacing' button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+0 (zero)
Replace Text	WD 114	Replace button (HOME tab   Editing group)			CTRL+H
Research Task Pane, Look Up Information	WD 119		ALT+click desired word		ALT+SHIFT+F7
Right-Align	WD 75	Align Right button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+R
Rulers, Display	WD 82	View Ruler check box (VIEW tab   Show group)			
Save	WD 12	Save (FILE tab   Save tab)	Save button on Quick Access Toolbar		
Save Document, Same File Name	WD 33	Save (FILE tab   Save tab)	Save button on Quick Access toolbar		
Scroll, Up/Down One Line	WD 12		Tap or click scroll arrow at top/bottom of vertical scroll bar		
Scroll, Up/Down One Screen	WD 12		Tap or click above/below scroll box on vertical scroll bar		
Select Block of Text	WD 32		Click beginning, SHIFT+click end Touch mode: Drag selection handle(s)		
Select Character(s)	WD 32		Drag pointer through characters Touch mode: Drag selection handle(s)		SHIFT+RIGHT ARROW or SHIFT+LEFT ARROW
Select Entire Document	WD 32	Select button arrow (HOME tab   Editing group)	In left margin, triple-click		CTRL+A
Select Graphic	WD 32		Tap or click graphic		
Select Group of Words	WD 28		Drag pointer through words Touch mode: Drag selection handle(s)		CTRL+SHIFT+RIGHT ARROW OR CTRL+SHIFT+LEFT ARROW repeatedly

**Microsoft Word 2013 Quick Reference Summary (continued)**

<b>Task</b>	<b>Page Number</b>	<b>Ribbon</b>	<b>Other On Screen Element</b>	<b>Shortcut Menu</b>	<b>Keyboard Shortcut</b>
<b>Select Line</b>	WD 16		Click in left margin Touch mode: Double-tap to left of line		SHIFT+DOWN ARROW
<b>Select Multiple Lines</b>	WD 32		Drag pointer in left margin Touch mode: Drag selection handle(s)		HOME, then SHIFT+DOWN ARROW; or END, then SHIFT+UP ARROW
<b>Select Multiple Paragraphs</b>	WD 32		Drag pointer in left margin Touch mode: Drag selection handle(s)		SHIFT+DOWN ARROW
<b>Select Nonadjacent Items</b>	WD 32		Select first item, hold down CTRL key while selecting item(s)		
<b>Select Paragraph</b>	WD 32		Triple-click paragraph		CTRL+SHIFT+DOWN ARROW or CTRL+SHIFT+UP ARROW
<b>Select Sentence</b>	WD 32		CTRL-click		
<b>Select Word</b>	WD 32		Double-tap or double-click word		CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
<b>Select Words</b>	WD 32		Drag pointer through words Touch mode: Drag selection handle(s)		CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW repeatedly
<b>Shade Paragraph</b>	WD 21	Shading arrow (HOME tab   Paragraph group)			
<b>Shape, Add Text</b>	WD 146			Add Text Edit Text button on mini toolbar	
<b>Shape, Apply Style</b>	WD 145	More button in Shape Styles gallery (DRAWING TOOLS FORMAT tab   Shape Styles group)	'Shape Quick Styles' on mini toolbar		
<b>Shape, Insert</b>	WD 142	'Draw a Shape' button (INSERT tab   Illustrations group)			
<b>Single-Space Lines</b>	WD 80	'Line and Paragraph Spacing' button (HOME tab   Paragraph group)		Paragraph, Indents and Spacing tab (Paragraph dialog box)	CTRL+1
<b>Small Caps</b>	WD 80	Font Dialog Box Launcher HOME Tab   Font group), Font tab (Font dialog box)			CTRL+SHIFT+K
<b>Source, Edit</b>	WD 96		Tap or click citation, Citation Options arrow, Edit Source		
<b>Source, Modify</b>	WD 109	Manage Sources button (REFERENCES tab   Citations & Bibliography group), Edit button			

Microsoft Word 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
Space after Paragraph, Remove	WD 80	'Line and Paragraph Spacing' button (HOME tab   Paragraph group)		Paragraph Touch mode: 'Show Context Menu' on mini toolbar, Paragraph	
Spelling and Grammar, Check at Once	WD 116	'Spelling & Grammar' button (REVIEW tab   Proofing group)	'Spelling and Grammar Check' icon on status bar, Spelling	Spelling	F7
Spelling, Check as You Type	WD 10		Tap or click word, 'Spelling and Grammar Check' icon on status bar	Press and hold or right-click error, tap or click correct word on shortcut menu	
Style, Apply	WD 105	Style name in Quick Styles gallery (HOME tab   Styles group)			CTRL+SHIFT+S, Style Name arrow
Style, Modify	WD 70	Styles Dialog Box Launcher (HOME tab   Styles group), select [style name], Modify		Modify	ALT+CTRL+SHIFT+S
Style, Update to Match Selection	WD 73	Styles Dialog Box Launcher (HOME tab   Styles group), 'Update Normal to Match Selection'		'Update Normal to Match Selection'	ALT+CTRL+SHIFT+S
Subscript	WD 80	Subscript button (HOME tab   Font group)		Font, Font tab (Font dialog box)	CTRL+EQUAL SIGN
Superscript	WD 80	Superscript button (HOME tab   Font group)		Font, Font tab (Font dialog box)	CTRL+SHIFT+PLUS SIGN
Symbol, Insert	WD 158	'Insert a Symbol' button (INSERT tab   Symbols group)			
Synonym, Find and Insert	WD 116	Thesaurus button (REVIEW tab   Proofing group)		Tap or click desired synonym on Synonym submenu Touch Mode: 'Show Context Menu' button on mini toolbar, Synonyms on shortcut menu	SHIFT+F7
Tab Stops, Set Custom	WD 167	Paragraph Dialog Box Launcher (HOME tab   Paragraph group), Tabs button (Paragraph dialog box)	Click desired tab stop on ruler		
Table, Align Data in Cells	WD 80	Align [location] button (TABLE TOOLS LAYOUT tab   Alignment group)			
Table, Apply Style	WD 177	More button in Table Styles gallery (TABLE TOOLS DESIGN tab   Table Styles group)			
Table, Center	WD 180	Select table, Center button (HOME tab   Font group)	Select table, Center button on mini toolbar		
Table Columns, Resize to Fit Table Contents	WD 178	AutoFit button (TABLE TOOLS LAYOUT tab   Cell Size group)	Double-click column boundary	AutoFit	
Table, Delete Cell Contents	WD 184	Cut button (HOME tab   Clipboard group)			Select cell contents, DELETE or BACKSPACE

## Microsoft Word 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Table, Delete Entire</b>	WD 184	Delete Table button (TABLE TOOLS LAYOUT tab   Rows & Columns group)			
<b>Table, Delete Row or Column</b>	WD 184	Delete Table button (TABLE TOOLS LAYOUT tab   Rows & Columns group)		Select row/column, Delete Rows or Delete Columns	
<b>Table, Insert</b>	WD 174	'Add a Table' button (INSERT tab   Tables group)			
<b>Table, Insert Column</b>	WD 182	'Insert Columns to the Left/Right' button (TABLE TOOLS LAYOUT tab   Rows & Columns group)		Insert	
<b>Table, Insert Row</b>	WD 181	'Insert Rows Above/Below' button (TABLE TOOLS LAYOUT Tab   Rows & Columns group)	Tap or click desired Insert Control	Insert	
<b>Table, Merge Cells</b>	WD 182	Merge Cells button (TABLE TOOLS LAYOUT tab   Merge group)		Merge Cells	
<b>Table, Resize</b>	WD 182	'Table Column Width' or 'Table Row Height' boxes (TABLE TOOLS LAYOUT tab   Cell Size group)	ALT-drag markers on ruler		
<b>Table, Select Cell</b>	WD 179	Select Table button (TABLE TOOLS LAYOUT tab   Table group)	Tap or click left edge of cell		
<b>Table, Select Column</b>	WD 178	Select Table button (TABLE TOOLS LAYOUT tab   Table group)	Click top border of column		
<b>Table, Select Entire</b>	WD 179	Select Table button (TABLE TOOLS LAYOUT tab   Table group)	Tap or click table move handle		
<b>Table, Select Multiple Cells, Rows, or Columns, Adjacent</b>	WD 179		Drag through cells, rows, or columns		
<b>Table, Select Next Cell</b>	WD 179				TAB
<b>Table, Select Previous Cell</b>	WD 179				SHIFT+TAB
<b>Table, Select Row</b>	WD 179	Select button (TABLE TOOLS LAYOUT tab   Table Group)	Tap or click to left of row		
<b>Table, Split</b>	WD 183	Split Table button (TABLE TOOLS LAYOUT tab   Merge group)			
<b>Table, Split Cells</b>	WD 183	Split Cells button (TABLE TOOLS LAYOUT tab   Merge group)		Split Cells	

**Microsoft Word 2013 Quick Reference Summary (continued)**

Task	Page Number	Ribbon	Other On Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Text Effect, Apply</b>	WD 20	'Text Effects and Typography' button (HOME tab   Font group)		Font Touch mode: 'Show Context Menu' on mini toolbar, Font on shortcut menu	
<b>Text Wrapping, Change</b>	WD 145	Wrap Text button (DRAWING TOOLS FORMAT tab   Arrange group)	Tap or click Layout Options button on graphic	Wrap Text	
<b>Theme Colors, Change</b>	WD 31	Theme Colors button (DESIGN tab   Document Formatting group)			
<b>Underline</b>	WD 29	Underline button (HOME tab   Font group)	Underline button on mini toolbar	Font, Font tab (Font dialog box) Touch mode: 'Show Context Menu' button on mini toolbar, Font on shortcut menu, Font tab (Font dialog box)	CTRL+U
<b>Underline Words, Not Spaces</b>	WD 80	Font Dialog Box Launcher (HOME tab   Font group), Font tab (Font dialog box), Underline style arrow			CTRL+SHIFT+W
<b>Undo</b>	WD 24		Undo button on Quick Access Toolbar		CTRL+Z
<b>Zoom 100%</b>	WD 37	100% button (VIEW tab   Zoom group)			
<b>Zoom Document</b>	WD 35	Zoom button (VIEW tab   Zoom group)	Zoom Out or Zoom In button or Zoom level button on status bar Touch mode: Pinch or stretch		
<b>Zoom Multiple Pages</b>	WD 120	Multiple Pages button (VIEW tab   Zoom group)			
<b>Zoom One Page</b>	WD 30	One Page button (VIEW tab   Zoom group)			
<b>Zoom Page Width</b>	WD 7	Page Width button (VIEW tab   Zoom group)			

**Microsoft PowerPoint 2013 Quick Reference Summary**

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Animation, Add</b>	PPT 176	ANIMATIONS tab   Animation group			
<b>Animation, Add to Existing</b>	PPT 177	Add Animation button (ANIMATIONS tab   Advanced Animation group)			
<b>Animation, Change Direction</b>	PPT 177	Effect Options button (ANIMATIONS tab   Animation group)			
<b>Animation, Delete</b>	PPT 179				Tap or click number associated with animation, DELETE

## Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Animation, Modify Timing</b>	PPT 180	ANIMATIONS tab   Timing group			
<b>Animation, Preview Sequence</b>	PPT 180	Preview button (ANIMATIONS tab   Preview group)		Play Selected button (Animation task pane)	
<b>Audio File, Insert</b>	PPT 170	Audio button (INSERT tab   Media group)			
<b>Audio Options, Add</b>	PPT 172	AUDIO TOOLS PLAYBACK tab   Audio Options group)			
<b>Clip Object, Delete</b>	PPT 163	Cut button (HOME tab   Clipboard group)		Cut	
<b>Clip Object, Change Color</b>	PPT 161	Shape Fill arrow (DRAWING TOOLS FORMAT tab   Shape Styles group)		Fill button; or Format Shape, Fill & Line icon, FILL, Solid fill, Color button (Format Shape task pane)	
<b>Copy</b>	PPT 101, PPT 166	Copy button (HOME tab   Clipboard group)		Copy	CTRL+C
<b>Document Properties, Change</b>	PPT 48	Properties button (FILE tab   Info tab)			
<b>Document Properties, Print</b>	PPT 122	FILE tab, Print tab, Print All Slides button, Document Info, Print button			
<b>Document Theme, Change Color Variant</b>	PPT 5	Choose color variant (DESIGN tab   Variants group)			
<b>Document Theme, Choose</b>	PPT 5	FILE tab, New tab; More button (DESIGN tab   Themes group)			
<b>Exit PowerPoint</b>	PPT 55	Exit (FILE tab)	Close button on title bar	Right-click PowerPoint app button on taskbar, click Close window	ALT+F4 or CTRL+Q
<b>Font Size, Decrease</b>	PPT 100	Decrease Font Size button or Font Size arrow (HOME tab   Font group)	Decrease Font Size button or Font Size arrow on mini toolbar	Font, Size arrows (Font dialog box)	CTRL+SHIFT+LEFT CARET (<)
<b>Font Size, Increase</b>	PPT 12	Increase Font Size button or Font Size arrow (HOME tab   Font group)	Increase Font Size button or Font Size arrow on mini toolbar	Font, Size arrows (Font dialog box)	CTRL+SHIFT+RIGHT CARET (>)
<b>Font, Change</b>	PPT 98	Font arrow or Font dialog box launcher (HOME tab   Font group)	Font arrow on mini toolbar	Font	CTRL+SHIFT+F
<b>Font, Change Color</b>	PPT 13	Font Color button or Font Color arrow or Font dialog box launcher (HOME tab   Font group)	Font Color button or Font Color arrow on mini toolbar	Font, Font Color button on Font tab (Font dialog box)	CTRL+SHIFT+F

Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Format Painter, Use</b>	PPT 101	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	Format Painter button on mini toolbar		
<b>Handout, Print</b>	PPT 188	Full Page Slides button (FILE tab   Print tab), select layout in Handouts section, tap or click Print button			CTRL+P
<b>Illustration, Regroup</b>	PPT 165	Group button, Regroup command (DRAWING TOOLS FORMAT tab   Arrange group)		Group, Regroup	
<b>Illustration, Ungroup</b>	PPT 160	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		Group, Ungroup	CTRL+SHIFT+G
<b>Illustration, Placeholder, or Shape, Move</b>	PPT 39, PPT 155		Drag		ARROW KEYS move selected image in small increments
<b>List Level, Increase</b>	PPT 19	Increase List Level button (HOME tab   Paragraph group)	Increase List Level button on mini toolbar		TAB
<b>List Level, Decrease</b>	PPT 19	Decrease List Level button (HOME tab   Paragraph group)	Decrease List Level button on mini toolbar		SHIFT+TAB
<b>Move to Another Slide in Normal View</b>	PPT 29		Next Slide or Previous Slide buttons on vertical scroll bar; drag scroll box on vertical scroll bar; click slide thumbnail in Thumbnail pane  Touch Mode: Tap desired slide in Thumbnail pane		PAGE DOWN (next slide); PAGE UP (previous slide)
<b>Move to Another Slide in Slide Show View</b>	PPT 50		Click to display next slide; click Next Slide or Previous Slide icons on Slide Show toolbar  Touch Mode: Swipe forward or backward on slide		PAGE DOWN (next slide); PAGE UP (previous slide); RIGHT ARROW or DOWN ARROW (next slide); LEFT ARROW or UP ARROW (previous slide)
<b>Notes, Add</b>	PPT 115		Notes icon on status bar; type notes in Notes pane		
<b>Notes, Print</b>	PPT 121	FILE tab, Print tab, tap or click Notes Pages (Print Layout area), tap or click Print button			CTRL+P
<b>Open Presentation</b>	OFF 54	Open (FILE tab)			CTRL+O
<b>Paste</b>	PPT 101, PPT 166	Paste button (HOME tab   Clipboard group)		Paste	CTRL+V
<b>Picture, Add an Artistic Effect</b>	PPT 152	Artistic Effects button (PICTURE TOOLS FORMAT tab   Adjust group)		Format Picture, Effects icon, ARTISTIC EFFECTS (Format Picture pane)	

## Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Picture, Add Border</b>	PPT 88	Picture Border arrow (PICTURE TOOLS FORMAT tab   Picture Styles group)			
<b>Picture, Change</b>	PPT 85	Change Picture button (PICTURE TOOLS FORMAT tab   Adjust group)		Change Picture	
<b>Picture, Color or Recolor</b>	PPT 150	Color button (PICTURE TOOLS FORMAT tab   Adjust group)		Format Picture, Picture icon, PICTURE COLOR (Format Picture pane)	
<b>Picture, Correct</b>	PPT 87	Corrections button (PICTURE TOOLS FORMAT tab   Adjust group)	Picture Corrections Options (Corrections gallery)	Format Picture, Picture Corrections (Format Picture dialog box)	
<b>Picture, Insert</b>	PPT 31	Pictures button or Online Pictures button (INSERT tab   Images group)	Pictures icon or Online Pictures icon in slide		
<b>Picture, Move</b>	PPT 39		Drag		ARROW keys to move in small increments
<b>Picture Border, Change Color or Weight</b>	PPT 88–89	Picture Border arrow (PICTURE TOOLS FORMAT tab   Picture Styles group)		Format Picture, Fill & Line, Line (Format Picture pane)	
<b>Picture Effects, Apply</b>	PPT 90	Picture Effects button (PICTURE TOOLS FORMAT tab   Picture Styles group)		Format Picture, Effects (Format Picture pane)	
<b>Picture Style, Apply</b>	PPT 87	More button (PICTURE TOOLS FORMAT tab   Picture Styles group)			
<b>Placeholder, Delete</b>	PPT 156			Cut	select placeholder, DELETE or BACKSPACE
<b>Placeholder, Move</b>	PPT 155		Drag		
<b>Placeholder, Resize</b>	PPT 154		Drag sizing handles		
<b>Print a Presentation</b>	PPT 52	Print button (FILE tab   Print tab)			CTRL+P
<b>Resize</b>	PPT 36, PPT 93, PPT 175	Enter height and width values (PICTURE TOOLS FORMAT tab   Size group or DRAWING TOOLS FORMAT tab   Size group or VIDEO TOOLS FORMAT tab   Size group)	Drag sizing handles	Format Picture or Format Shape or Format Video, Size & Properties icon	
<b>Run PowerPoint</b>	OFF 46, PPT 4		PowerPoint 2013 tile on Start menu; search for PowerPoint 2013 using Search charm on Charms bar		
<b>Save a Presentation</b>	PPT 82	Save (FILE tab)	Save button on Quick Access toolbar		CTRL+S or SHIFT+F12
<b>Save a Presentation with a New Name</b>	PPT 15	Save As (FILE tab)			
<b>Shape, Add</b>	PPT 92, PPT 94	Shapes button (Insert tab   Illustrations group); Shapes More button (HOME tab   Drawing group) or DRAWING TOOLS FORMAT tab   Insert Shapes group			



Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Shape, Apply Style</b>	PPT 95	Quick Styles button (HOME tab   Drawing group); Shape Styles More button or Format Shape dialog box launcher (DRAWING TOOLS FORMAT tab   Shape Styles group)		Format Shape	
<b>Slide, Add</b>	PPT 15	New Slide button (HOME tab   Slides group)		New Slide	CTRL+M
<b>Slide, Arrange</b>	PPT 42	Slide Sorter button (VIEW tab   Presentation Views group), drag thumbnail to new position	Drag slide in Thumbnail pane to new position, click Slide Sorter icon on status bar, drag thumbnail to new position		
<b>Slide, Delete</b>	PPT 79			Delete (touch screen) or Delete Slide	DELETE
<b>Slide, Duplicate</b>	PPT 41	New Slide arrow (HOME tab   Slides group), Duplicate Selected Slides		Duplicate Slide	
<b>Slide, Format Background</b>	PPT 109–111	Format Background button (DESIGN tab   Customize group)		Format Background (Format Background pane)	
<b>Slide, Insert Picture as Background</b>	PPT 108	Format Background button (DESIGN tab   Customize group)		Format Background, Picture or Texture Fill, Insert from File (Format Background pane)	
<b>Slide, Select Layout</b>	PPT 23	Layout button or New Slide arrow (HOME tab   Slides group)			
<b>Slide Number, Insert</b>	PPT 118	Insert Slide Number button (INSERT tab   Text group) or Header & Footer button (INSERT tab   Text group), click Slide number check box			
<b>Slide Show, Start</b>	PPT 49	Slide Show button (SLIDE SHOW tab   Start Slide Show group)	Slide Show button on status bar; 'Start from Beginning' button in Quick Access toolbar		F5
<b>Slide Show, End</b>	PPT 51		Tap or click black ending slide	End Show	ESC or HYPHEN
<b>Spelling, Check</b>	PPT 117	Spelling button (REVIEW tab   Proofing group)	Spell Check icon on status bar	Spelling (or click correct word on shortcut menu)	F7
<b>Stacking Order, Change</b>	PPT 153	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 114	Thesaurus button (REVIEW tab   Proofing group)		Synonyms	SHIFT+F7
<b>Text, Add Animation</b>	PPT 183	More button, ANIMATIONS tab   Animation group			
<b>Text, Add Shadow</b>	PPT 100	Text Shadow button (HOME tab   Font group)			

## Microsoft PowerPoint 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Text, Align Horizontally</b>	PPT 154	Align Text buttons (HOME tab   Paragraph group)	Align Text buttons on mini toolbar; Paragraph dialog box launcher (HOME tab   Paragraph group), Indents and Spacing tab (Paragraph dialog box), Alignment arrow	Paragraph, Indents and Spacing tab (Paragraph dialog box), Alignment arrow	CTRL+R (right), CTRL+L (left), CTRL+E (center)
<b>Text, Bold</b>	PPT 21	Bold button (HOME tab   Font group)	Bold button on mini toolbar	Font, Font tab (Font dialog box), Font style arrow, Bold	CTRL+B
<b>Text, Change Color</b>	PPT 13	Font Color button or Font Color arrow or Font dialog box launcher (HOME tab   Font group)	Font Color button or Font Color arrow on mini toolbar	Font, Font Color button (Font dialog box)	CTRL+SHIFT+F
<b>Text, Delete</b>	PPT 43	Cut button (HOME tab   Clipboard group)		Cut	DELETE or CTRL+X or BACKSPACE
<b>Text, Find and Replace</b>	PPT 113	Replace button (HOME tab   Editing group)			CTRL+H
<b>Text, Italicize</b>	PPT 11	Italic button (HOME tab   Font group)	Italic button on mini toolbar	Font, Font style arrow (Font dialog box), Italic	CTRL+I
<b>Text, Select</b>	PPT 11		Drag to select; double-click to select word; triple-click to select paragraph Touch Mode: Tap to position insertion point and drag selection handles		CTRL+SHIFT+RIGHT ARROW (select word); CTRL+SHIFT+DOWN ARROW (select paragraph)
<b>Text Box, Add</b>	PPT 156	Text Box button (INSERT tab   Text group)			
<b>Theme, Change</b>	PPT 26, PPT 185	More button (DESIGN tab   Themes group)			
<b>Theme, Download</b>	PPT 77	Choose category from Suggested searches (FILE tab, New tab), choose theme, tap or click Create button			
<b>Theme Colors, Change</b>	PPT 187	More button (DESIGN tab   Variants group), Colors			
<b>Transition, Add</b>	PPT 45	More button (TRANSITIONS tab   Transition to This Slide group)			ALT+A, T
<b>Transition, Change Duration</b>	PPT 46	Duration box or arrows (TRANSITIONS tab   Timing group)			
<b>Transparency, Change</b>	PPT 109	Background Styles button (DESIGN tab   Background group), Format Background, move Transparency slider		Format Background, Transparency slider	
<b>Undo Changes</b>	PPT 8		Undo button (Quick Access toolbar)		CTRL+Z
<b>Video File, Insert</b>	PPT 167	Video button (INSERT tab   Media group)	Insert Video icon in slide		

Microsoft PowerPoint 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Video File, Trim</b>	PPT 169	Trim Video button (VIDEO TOOLS PLAYBACK tab   Editing group), drag video start/end points or edit Start Time and End Time boxes		Trim	
<b>Video Options, Add</b>	PPT 170	VIDEO TOOLS PLAYBACK tab   Video Options group		Format Video, Video icon (Format Video task pane), VIDEO, Presets button	
<b>Video Style, Add</b>	PPT 173	More button (VIDEO TOOLS FORMAT tab   Video Styles group)			
<b>View, Change</b>	PPT 157	View buttons (VIEW tab   Presentation Views group)	View buttons on status bar (Normal, Slide Sorter, Reading View, Slide Show)		
<b>WordArt, Add Text Effects</b>	PPT 104	Text Effects button (DRAWING TOOLS FORMAT tab   WordArt Styles group)			
<b>WordArt, Apply Text Fill</b>	PPT 106	Text Fill arrow (DRAWING TOOLS FORMAT tab   WordArt Styles group)			
<b>WordArt, Change Outline Color or Weight</b>	PPT 106–107	Text Outline arrow (DRAWING TOOLS FORMAT tab   WordArt Styles group)			
<b>WordArt, Insert</b>	PPT 103	WordArt button (INSERT tab   Text group)			
<b>Zoom for Viewing Slides</b>	PPT 10	Zoom button (VIEW tab   Zoom group)	Zoom slider on status bar; Zoom In or Zoom Out buttons on Zoom slider; change percentage in Zoom level box on left side of slider  Touch Mode: Pinch two fingers to zoom out; stretch two fingers apart to zoom in		

Microsoft Excel 2013 Quick Reference Summary					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Accounting Number Format, Apply</b>	EX 32	'Accounting Number Format' button (HOME tab   Number group)	'Accounting Number Format' button on mini toolbar	Format Cells	CTRL+SHIFT+DOLLAR SIGN (\$)
<b>Auto Fill</b>	EX 16	Fill button (HOME tab   Editing group)	Drag fill handle		
<b>Average</b>	EX 86	Sum arrow (HOME tab   Editing group) or (FORMULAS tab   Function Library)	Insert Function box in formula bar, AVERAGE in 'Select a function' list, OK button, select range, OK button		Type <b>=av</b> , DOWN ARROW, ENTER
<b>Axis Title, Add to Chart</b>	EX 174		Chart Elements button on chart, Axis Titles		

## Microsoft Excel 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Background Color</b>	EX 93	Fill Color arrow (HOME tab   Font group)		Format Cells, Fill tab (Format Cells dialog box)	CTRL+1
<b>Bold</b>	EX 26	Bold button (HOME tab   Font group)	Bold button on mini toolbar	Format Cells	CTRL+B
<b>Border, Add</b>	EX 93	Borders arrow (HOME tab   Font group)			
<b>Cell Style</b>	EX 24	Cell Styles button (HOME tab   Styles group)			
<b>Chart Filter, Apply</b>	EX 174		Chart Filters button on chart		
<b>Chart Style, Apply</b>	EX 40		Chart Styles button		
<b>Chart Style, Change</b>	EX 176	More button (CHART TOOLS DESIGN tab   Chart Styles group)			
<b>Chart, Add</b>	EX 38	'Insert Pie or Doughnut Chart' button (INSERT tab   Charts group)			
<b>Chart, Move to New Sheet</b>	EX 41	Move Chart button (CHART TOOLS DESIGN tab   Location group)			
<b>Chart, Sparkline</b>	EX 160	Line Sparkline button (INSERT tab   Sparklines group)			
<b>Clear Cell Entries</b>	EX 52	Clear button (HOME tab   Editing group)	Drag fill handle back into selected range	Clear Contents	
<b>Clear Entire Worksheet</b>	EX 52	Clear button (HOME tab   Editing group), Clear All			
<b>Column Width, Adjust</b>	EX 34		Double-tap or double-click boundary or drag boundary	Column Width	
<b>Column, Insert</b>	EX 145	Insert Cells arrow (HOME tab   Cells group)		Insert	CTRL+SHIFT+PLUS SIGN (+)
<b>Comma Style, Apply</b>	EX 32	Comma Style button (HOME tab   Number group)		Format Cells, Number tab	
<b>Conditional Formatting</b>	EX 100	Conditional Formatting button (HOME tab   Styles group)			
<b>Copy and Paste</b>	EX 16	Copy button (HOME tab   Clipboard Group), select destination, Paste button (HOME tab   Clipboard group)	Drag fill handle	Copy, select destination, Paste Touch mode: 'Show Context Menu' button on mini toolbar, Copy, select destination, Paste	CTRL+drag or CTRL+C; CTRL+V
<b>Currency Style, Apply</b>	EX 98	Number Format Dialog Box Launcher (HOME tab   Number group), Currency in Category list (Format Cells dialog box)		Format Cells, Number tab	

Microsoft Excel 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Data Labels, Add to Chart</b>	EX 173		Chart Elements button on chart, Data Labels		
<b>Date, Format</b>	EX 96			Format Cells	
<b>Date, Insert</b>	EX 148	'Date & Time' button (FORMULAS tab   Function Library group)	Insert Function box in formula bar, 'Or select a category' arrow (Insert Function dialog box)		CTRL+SEMICOLON (;)
<b>Document Properties, Change</b>	EX 44	Properties button (FILE tab   Info tab)			
<b>Entry, Complete</b>	EX 7		Tap or click Enter box in formula bar		ENTER or ARROW keys
<b>Fit on One Page</b>	EX 115	Page Setup Dialog Box Launcher (PAGE LAYOUT tab   Page Setup group), Fit to (Page Setup dialog box)			
<b>Font Color, Change</b>	EX 28	Font Color arrow (HOME tab   Font group)	Font Color arrow on mini toolbar	Format Cells	
<b>Font Size, Increase</b>	EX 27	Font Size arrow (HOME tab   Font group) or 'Increase Font Size' button (HOME tab   Font group)	Font Size arrow on mini toolbar	Format Cells	
<b>Font, Change</b>	EX 25	Font arrow (HOME tab   Font group)	Font arrow on mini toolbar Touch mode: 'Show Context Menu' button on mini toolbar, Format Cells	Format Cells	
<b>Format Painter</b>	EX 168	Format Painter button (HOME tab   Clipboard group)			
<b>Formulas Version, Display</b>	EX 115				CTRL+ACCENT MARK (`)
<b>Freeze Panes</b>	EX 185	Freeze Panes button (VIEW tab   Window group), Freeze Panes			
<b>Goal Seek</b>	EX 188	'What-If Analysis' button (DATA tab   Data Tools group), Goal Seek			
<b>Header, Add</b>	EX 110	Header & Footer button (INSERT tab   text group)	Page Layout button on status bar, tap or click in header area		
<b>Indent</b>	EX 140	Increase Indent button (HOME tab   Alignment group)		Format Cells Touch Mode: 'Show Context Menu' button on mini toolbar, Format Cells	
<b>Magnify or Shrink View</b>	EX 182	Zoom button (VIEW tab   Zoom group)	Zoom In or Zoom Out button on status bar		

## Microsoft Excel 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
<b>Margins, Change</b>	EX 110	Adjust Margins button (PAGE LAYOUT tab   Page Setup group)			
<b>Maximum, Determine</b>	EX 48	Sum arrow (HOME tab   Editing group), Max	Insert Function box in formula bar, Statistical category, MAX	Maximum on Customize Status Bar shortcut menu	<b>=max</b>
<b>Merge and Center</b>	EX 29	'Merge & Center' button (HOME tab   Alignment group)			
<b>Minimum, Determine</b>	EX 84	Sum arrow (HOME tab   Editing group), Min	Insert Function box in formula bar, Statistical category, MIN		<b>=min</b>
<b>Orientation, Change</b>	EX 110	'Change Page Orientation' button (PAGE LAYOUT tab   Page Setup group)			
<b>Page Layout View</b>	EX 48		Page Layout button on status bar		
<b>Percent Style Format, Apply</b>	EX 99	Percent Style button (HOME tab   Number group)		Format Cells, Number tab (Format Cells dialog box)	CTRL+SHIFT+%
<b>Print</b>	EX 46	Print button (FILE tab   Print tab)			CTRL+P
<b>Print Scaling, Change Back to 100%</b>	EX 117	Page Setup Dialog Box Launcher (PAGE LAYOUT tab   Page Setup group), Adjust to (Page Setup dialog box)			
<b>Print Section of Worksheet</b>	EX 114	Print Selection option (FILE tab   Print tab)			
<b>Range Finder</b>	EX 89		Double-tap or double-click cell		
<b>Redo</b>	EX 51		Redo button on Quick Access Toolbar		CTRL+Y
<b>Reorder Sheet Tabs</b>	EX 180		Drag sheet tab	Move or Copy	
<b>Rotate Text</b>	EX 135	Alignment Settings Dialog Box Launcher (HOME tab   Alignment group)			
<b>Row Height, Adjust</b>	EX 106		Drag row boundary	Row Height	
<b>Row, Insert</b>	EX 144	Insert Cells arrow (HOME tab   Cells group)		Insert	CTRL+SHIFT+PLUS SIGN (+)
<b>Select Adjacent Cell</b>	EX 36				ARROW
<b>Select All Data in a Cell</b>	EX 51		Double-tap or double-click (if no spaces in data)		
<b>Select Cell One Window Down</b>	EX 36				PAGE DOWN

## Microsoft Excel 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Element	Shortcut Menu	Keyboard Shortcut
Select Cell One Window Up	EX 36				PAGE UP
Select Cell One Worksheet Window to the Left	EX 36				ALT+PAGE UP
Select Cell One Worksheet Window to the Right	EX 36				ALT+PAGE DOWN
Select First Cell in Worksheet	EX 36				CTRL+HOME
Series, Create	EX 137	Fill button (HOME tab   Editing group)	Drag fill handle		
Sheet Tab Color, Change	EX 43			Tab Color	
Sheet Tab Name, Change	EX 43		Double-tap or double-click sheet tab		
Spelling, Check	EX 108	Spelling button (REVIEW tab   Proofing group)			F7
Sum	EX 14	Sum button (HOME tab   Editing group)	Insert Function button in formula bar, select SUM in 'Select a function' list		ALT+EQUAL SIGN (=) twice
Theme, Apply	EX 91	Themes button (PAGE LAYOUT tab   Themes group)			
Undo	EX 51		Undo button on Quick Access Toolbar		
Unfreeze Panes	EX 187	Freeze Panes button (VIEW tab   Window group), Unfreeze Panes			
Window, Remove Panes	EX 185		Double-tap or double-click intersection of split bars		
Window, Split into Panes	EX 184	Split button (VIEW tab   Window group)			

## Microsoft Access 2013 Quick Reference Summary

Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Advanced Filter/Sort, Use</b>	AC 151	Advanced button (HOME tab   Sort & Filter group), Advanced Filter/Sort			
<b>Append Query, Use</b>	AC 162	Append button (QUERY TOOLS DESIGN Tab   Query Type group)			
<b>Ascending Button, Use to Order Records</b>	AC 187	Select field, Ascending button (HOME tab   Sort & Filter group)	Sort A to Z (for ascending) or Sort Z to A (for descending)		
<b>Back up Database</b>	AC 56	FILE tab, Save As tab, 'Back Up Database', Save As button			
<b>Calculated Field in Query, Use</b>	AC 112			Press and hold or right-click field row, Zoom	
<b>Calculated Field, Create</b>	AC 158		In Design view, create new field, tap or click Data Type arrow, tap or click Calculated		
<b>Caption, Change</b>	AC 114	Property Sheet button (DESIGN tab   Show/Hide group), Caption box	Select field in design grid, tap or click Properties on shortcut menu	Press and hold or right-click field in design grid, tap or click Properties on shortcut menu	
<b>Close Object</b>	AC 20		Close button for object	Close	
<b>Collection of Legal Values, Specify</b>	AC 165		In Design view, enter values in Validation Rule property box in Field Properties pane		
<b>Colors and Font, Change in Datasheet</b>	AC 177	Font Color arrow (HOME tab   Text Formatting group)			
<b>Column, Resize</b>	AC 28		Double-click or double-tap right boundary of field selector in datasheet	Press and hold or right-click field name, Field Width	
<b>Common Filter, Use</b>	AC 148			Arrow for field, point to Text Filters	
<b>Compact Database</b>	AC 57	FILE tab, Info tab in Backstage view, 'Compact & Repair Database' button			
<b>Comparison Operator, Use</b>	AC 90		Create query, enter comparison operator on Criteria row		
<b>Compound Criterion Involving AND, Use</b>	AC 91				Place criteria on same line
<b>Compound Criterion Involving OR, USE</b>	AC 92				Place criteria on separate lines
<b>Criteria, Use in Calculating Statistics</b>	AC 117	Totals button (QUERY TOOLS DESIGN tab   Show/Hide group), Total arrow, tap or click calculation			
<b>Criterion, Use in a Query</b>	AC 43		In Design View, tap or click Criteria row, enter criterion		



Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Crosstab Query, Create</b>	AC 119	Query Wizard button (CREATE tab   Queries group), Crosstab Query Wizard			
<b>Data, Export to Excel</b>	AC 107	Excel button (EXTERNAL DATA tab   Export group)	Select object in Navigation Pane, tap or click Export		
<b>Data, Import</b>	AC 33	Button for imported data format (EXTERNAL DATA tab   Import & Link group)			
<b>Data, Sort in Query</b>	AC 94	Select field in design grid, tap or click Sort row, tap or click Sort arrow, select order			
<b>Database Properties, Change</b>	AC 55	View and edit database properties link (FILE tab   Info tab)			
<b>Database, Create</b>	AC 6	Blank desktop database thumbnail (FILE tab   New tab)			
<b>Database, Create using Template</b>	AC 7		FILE tab, New tab, select template		
<b>Default Value, Specify</b>	AC 164		In Design view, select field in upper pane, enter value in Default Value property box in Field Properties pane		
<b>Delete Object</b>	AC 58			Delete	
<b>Delete Query, Use</b>	AC 161		Create query, Delete button (QUERY TOOLS DESIGN tab   Results group)	Press and hold or right-click any open area in upper pane, point to Query Type, tap or click Delete Query	
<b>Design Grid, Clear</b>	AC 93		In Design view, select all columns, tap or click DELETE		
<b>Duplicate Records, Find</b>	AC 187	Query Wizard button (CREATE tab   Queries group), 'Find Duplicates Query Wizard'			
<b>Duplicates, Omit</b>	AC 94	In Design view, Property Sheet button (QUERY TOOLS DESIGN tab   Show/Hide group), tap or click Unique Values property, tap or click Yes			
<b>Exit Access</b>	AC 24		Close button on right side of title bar		
<b>Field Contents, Change</b>	AC 168		In Datasheet view, tap or click in field, enter data		
<b>Field in Query, Add to Design Grid</b>	AC 79		Double-click or double-tap field in field list		
<b>Field, Add New</b>	AC 154	In Design view, Insert Rows button (TABLE TOOLS DESIGN tab   Tools group)			Design View, INSERT
<b>Field, Delete</b>	AC 158		In Design view, tap or click row selector for field, DELETE		

**Microsoft Access 2013 Quick Reference Summary (continued)**

<b>Task</b>	<b>Page Number</b>	<b>Ribbon</b>	<b>Other On-Screen Areas</b>	<b>Shortcut Menu</b>	<b>Keyboard Shortcut</b>
<b>Field, Move</b>	AC 154		In Design view, tap or click row selector for field to move, drag to new position		
<b>Filter By Form, Use</b>	AC 150	Advanced button (HOME tab   Sort & Filter group), 'Clear All Filters', Advanced button, 'Filter By Form'			
<b>Filter By Selection, Use</b>	AC 157	Selection button (HOME tab   Sort & Filter group) select criterion			
<b>Filter, Clear</b>	AC 148	Advanced button (HOME tab   Sort & Filter group), 'Clear All Filters'			
<b>Filter, Toggle</b>	AC 148	Toggle Filter button (HOME tab   Sort & Filter group)			
<b>Form for Query, Create</b>	AC 105	Select query, Form button (CREATE tab   Forms group)			
<b>Form, Create</b>	AC 45	Form button (CREATE tab   Forms group)			
<b>Format, Specify</b>	AC 165		In Design view, select field, tap or click Format property box in field grid, enter format		
<b>Gridlines, Change in Datasheet</b>	AC 176	Gridlines button (HOME tab   Text Formatting group)			
<b>Grouping, Use</b>	AC 118		Create query, select Group By in Total row, select field to group by		
<b>Join Properties, Change</b>	AC 101			In Design view, press and hold or right-click join line, click Join Properties	
<b>Lookup Field, Create</b>	AC 154		In Design view, select Data Type column for field, Data Type arrow, Lookup Wizard		
<b>Make-Table Query, Use</b>	AC 162	Create query, Make Table button (QUERY TOOLS DESIGN tab   Query Type group)			
<b>Multiple Keys, Sort on</b>	AC 96		Assign two sort keys in design grid		
<b>Multivalued Field, Query Showing Multiple Values on a Single Row</b>	AC 179		Create query with specified fields		
<b>Multivalued Lookup Field, Use</b>	AC 170		In Datasheet view, tap or click field, tap or click check boxes, OK		
<b>Navigation Pane, Customize</b>	AC 122		Navigation Pane arrow		
<b>Number Criterion, Use</b>	AC 89		Create query, select table, enter number as criterion in field grid		

Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
Open Database	AC 25	Open button (FILE tab)			
Open Table	AC 21		Double-click or double-tap table in Navigation Pane	Press and hold or right-click table in Navigation Pane, tap or click Open	
Parameter Query, Create	AC 87		In Design view, type parameter in square brackets in criterion row of field grid, Run button (QUERY TOOLS DESIGN tab   Results group)		
Parameter Query, Use	AC 87			Right-click or press and hold query in Navigation Pane, tap or click Open	
Preview or Print Object	AC 30	Print or Print Preview button (FILE tab   Print tab)			CTRL+P, ENTER
Primary Key, Modify	AC 11	Select field, Data Type arrow (TABLE TOOLS FIELDS tab   Formatting group), select data type			
Query, Create in Design View	AC 78	Query Design button (CREATE tab   Queries group)			
Query, Create using Simple Query Wizard	AC 40	Query Wizard button (CREATE tab   Queries group)			
Query, Export	AC 107		Select query in Navigation Pane, application button (EXTERNAL DATA tab   Export group)	Press and hold or right-click query in Navigation Pane, Export	
Range, Specify	AC 164		In Design view, select field, enter rule in Validation Rule property box in Field Properties pane		
Record, Add using a Form	AC 143	New button (HOME tab   Records Group)	'New (blank) record' button in Navigation buttons	Open, tap or click in field	CTRL+PLUS SIGN (+)
Record, Delete	AC 145	Delete arrow (HOME tab   Records group), Delete Record	In Datasheet view, tap or click record selector, DELETE		DELETE
Record, Search for	AC 143	Find button (HOME tab   Find group)			CTRL+F
Record, Update	AC 143		In Form view, change desired data		In Datasheet, select field and edit
Records in a Join, Restrict	AC 111		In Design view, enter criterion for query		
Referential Integrity, Specify	AC 182	Relationships button (DATABASE TOOLS tab   Relationships group)			

**Microsoft Access 2013 Quick Reference Summary (continued)**

<b>Task</b>	<b>Page Number</b>	<b>Ribbon</b>	<b>Other On-Screen Areas</b>	<b>Shortcut Menu</b>	<b>Keyboard Shortcut</b>
<b>Rename Object</b>	AC 58			Press and hold or right-click object in Navigation Pane, Rename, enter new name, press ENTER	
<b>Report Column Headings, Modify</b>	AC 50			Press and hold or right-click field name, Rename Field	
<b>Report, Create</b>	AC 48	Report button (CREATE tab   Reports group)			
<b>Required Field, Specify</b>	AC 163		In Design view, select field, Required property box in Field Properties pane, down arrow, Yes		
<b>Run Access</b>	AC 5		Access 2013 tile on Windows Start screen or display Charms bar, tap or click Search charm, type Access, tap or click Access 2013		
<b>Save Object</b>	AC 16	FILE tab, Save	Save button on Quick Access Toolbar		CTRL+S
<b>Save Object As</b>	AC 45	FILE tab, Save As tab, 'Save Object As', Save As button			
<b>Split Form, Create</b>	AC 141	Select table in Navigation Pane, More Forms button (CREATE tab   Forms group), Split Form button			
<b>Statistics, Calculate</b>	AC 115	Create query, Totals button (QUERY TOOLS DESIGN tab   Show/Hide group), tap or click Total row, tap or click Total arrow, select calculation			
<b>Subdatasheet, Use</b>	AC 185		In Datasheet view, plus sign in front of row		
<b>Table, Modify in Design View</b>	AC 37	Table Design button (CREATE tab   Tables group)			
<b>Table, View in Design View</b>	AC 17	View arrow (TABLE TOOLS FIELDS tab   Views group), Design View	Design View button on status bar		
<b>Tables, Join</b>	AC 100	Query Design button (CREATE tab   Queries group), add field lists for tables to join, add desired fields to design grid, run query			
<b>Text Data Criterion, Use</b>	AC 81		Create query, select table, enter text as criterion in field grid		
<b>Top-Values Query, Create</b>	AC 98	In Design view, Return arrow (QUERY TOOLS DESIGN tab   Query Setup group)			
<b>Totals, Add to a Report</b>	AC 53	Totals button (REPORT DESIGN TOOLS DESIGN tab   Grouping & Totals group)			

Microsoft Access 2013 Quick Reference Summary (continued)					
Task	Page Number	Ribbon	Other On-Screen Areas	Shortcut Menu	Keyboard Shortcut
<b>Totals, Include in a Datasheet</b>	AC 175	In Datasheet view, Totals button (HOME tab   Records group), click Total row, click arrow			
<b>Totals, Remove from a Datasheet</b>	AC 176	Totals button (HOME tab   Records group)			
<b>Unmatched Records, Find</b>	AC 187	Query Wizard button (CREATE tab   Queries group), 'Find Unmatched Query Wizard'			
<b>Update Query, Use</b>	AC 160	Create query, Update button (QUERY TOOLS DESIGN tab   Query Type group), select field, click Update To row, enter new value, run query		Press and hold or right-click any open area in upper pane, point to Query Type, tap or click Update Query	
<b>Wildcard, Use</b>	AC 83		In Design view, tap or click Criteria row in design grid, type wildcard and text		

Microsoft Outlook 2013 Quick Reference Summary					
Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
<b>Appointment, Change Date for</b>	OUT 95		Double-tap or double-click appointment, change date or Drag appointment to different date in Date Navigator		CTRL+O, change date
<b>Appointment, Change Time for</b>	OUT 94		Double-tap or double-click appointment, change time or Drag appointment to a different time slot in appointment area		CTRL+O, change time
<b>Appointment, Create in Appointment Area</b>	OUT 76		Tap or click date, type appointment title or Drag to select time slots, type appointment title		
<b>Appointment, Create Using Appointment Window</b>	OUT 81	New Appointment button (HOME tab   New group)			CTRL+SHIFT+A
<b>Appointment, Delete</b>	OUT 96	Delete button (CALENDAR TOOLS APPOINTMENT tab   Actions group)		Delete	DELETE
<b>Appointment, Save</b>	OUT 89	Save button (Quick Access Toolbar)			CTRL+S
<b>Appointment, Save &amp; Close</b>	OUT 89	Save & Close button (APPOINTMENT tab   Actions group)	Close button, Yes to save changes		
<b>Appointment, Set Reminder for</b>	OUT 85	Reminder box arrow (APPOINTMENT tab   Options group)			

## Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
<b>Appointment, Set Status for</b>	OUT 84	Show As box arrow (APPOINTMENT tab   Options group)			
<b>Attachment, Open</b>	OUT 22		Double-tap or double-click attachment in message header		
<b>Attachment, Preview</b>	OUT 20		Tap or click attachment in message header		
<b>Attachment, Save</b>	OUT 20	Save As button (ATTACHMENT TOOLS ATTACHMENTS tab   Actions group)		Save As	
<b>Calendar, Delete Personal Calendar</b>	OUT 108	Delete Calendar button (FOLDER tab   Actions group)		Delete Calendar	
<b>Calendar, Display Day View</b>	OUT 69	Day button (HOME tab   Arrange group)			CTRL+ALT+1
<b>Calendar, Display List View</b>	OUT 115	Change View button (VIEW tab   Current View group), List button			
<b>Calendar, Display Month View</b>	OUT 71	Month button (HOME tab   Arrange group)			CTRL+ALT+4
<b>Calendar, Display Personal</b>	OUT 64		Tap or click folder check box		
<b>Calendar, Display Schedule View</b>	OUT 71	Schedule View button (HOME tab   Arrange group)			CTRL+ALT+5
<b>Calendar, Display Week View</b>	OUT 70	Week button (HOME tab   Arrange group)			CTRL+ALT+3
<b>Calendar, Display Work Week View</b>	OUT 69	Work Week button (HOME tab   Arrange group)			CTRL+ALT+2
<b>Calendar, Email</b>	OUT 118	E-mail Calendar button (HOME tab   Share group)			
<b>Calendar, Go To a Specific Date</b>	OUT 68	Dialog Box Launcher (HOME tab   Go To group)			CTRL+G
<b>Calendar, Overlay Mode</b>	OUT 106		Tap or click arrow on displayed calendar		
<b>Calendar, Print Weekly Style</b>	OUT 112	Weekly Calendar Style (FILE tab   Print tab), Print button			CTRL+P
<b>Calendar, Recurrence Options, Set for Appointment</b>	OUT 87	Recurrence button (APPOINTMENT tab   Options group)			
<b>Calendar, Reminder, Set for Appointment</b>	OUT 85	Reminder button (APPOINTMENT tab   Options group)			
<b>Calendar, Remove Default Calendar from Appointment Area</b>	OUT 66		Tap or click Calendar check box to remove the check mark in My Calendars pane		
<b>Calendar, Save as iCalendar File</b>	OUT 116	Save button (FILE tab   Save Calendar tab)			
<b>Color Categories, Add to Calendar</b>	OUT 78	Categorize button (CALENDAR TOOLS APPOINTMENT tab   Tags group), All Categories			
<b>Color Category, Assign to Appointment</b>	OUT 80	Categorize button (CALENDAR TOOLS APPOINTMENT tab   Tags group), category			

**Microsoft Outlook 2013 Quick Reference Summary (continued)**

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
<b>Dock the Peek Calendar, View</b>	OUT 107		'Dock the peek' button on calendar		
<b>Email Account, Add</b>	OUT 6	Add Account button (FILE tab   Info)			
<b>Email Account, Remove</b>	OUT 6	Account Settings button (FILE tab   Info tab)			
<b>Email Message, Attach File to</b>	OUT 37	Attach File button (MESSAGE tab   Include group) or INSERT tab   Include group	Drag file to message		
<b>Email Message, Change Message Format</b>	OUT 31	Plain Text button (FORMAT TEXT tab   Format group)			
<b>Email Message, Check Spelling</b>	OUT 32	Spelling & Grammar button (REVIEW tab   Proofing group)			F7
<b>Email Message, Close</b>	OUT 35		Close button		
<b>Email Message, Compose New</b>	OUT 12	New Email button (HOME tab   New group)			CTRL+SHIFT+M; in Inbox folder, CTRL+N
<b>Email Message, Delete</b>	OUT 46	Delete button (HOME tab   Delete group)	Delete icon on message or Drag to Deleted Items folder	Delete	DELETE
<b>Email Message, Forward</b>	OUT 39	Forward button (HOME tab   Respond group)		Forward	CTRL+F
<b>Email Message, Mark as Read</b>	OUT 19			Mark as Read	
<b>Email Message, Open</b>	OUT 19		Double-tap or double-click message header		CTRL+O
<b>Email Message, Print</b>	OUT 22	Print button (FILE tab   Print)		Quick Print	CTRL+P
<b>Email Message, Reply</b>	OUT 28	Reply button (HOME tab   Respond group)	Reply in Reading Pane	Reply	CTRL+R
<b>Email Message, Reply All</b>	OUT 28	Reply All button (HOME tab   Respond group)	Reply all in Reading Pane	Reply All	CTRL+SHIFT+R
<b>Email Message, Save without Sending</b>	OUT 35	Save button (Quick Access Toolbar)			CTRL+S
<b>Email Message, Send</b>	OUT 16		Send button in message header		ALT+S or CTRL+ENTER
<b>Email Message, Set High Importance for</b>	OUT 38	High Importance button (MESSAGE tab   Tags group)			
<b>Email Message, Set Importance</b>	OUT 38	High Importance button or Low Importance button (MESSAGE tab   Tags group)			
<b>Email Message, View in Reading Pane</b>	OUT 18		Tap or click message header in message list		
<b>Event, Create</b>	OUT 97	New Items button (HOME tab   New group), All Day Event		New All Day Event	CTRL+SHIFT+A, click All day event check box

## Microsoft Outlook 2013 Quick Reference Summary (continued)

Task	Page Number	Ribbon	Other On-Screen Area	Shortcut Menu	Keyboard Shortcut
Event, Delete	OUT 99	Delete button (CALENDAR TOOLS APPOINTMENT tab   Actions group)			DELETE
Event, Save	OUT 99	Quick Access Toolbar, Save button			CTRL+S
Event, Save & Close	OUT 99	Save & Close button (EVENT tab   Actions group)			
Event, Set as Recurring	OUT 99	Recurrence button (EVENT tab   Options group)			
Exit Outlook	OUT 49		Close button		ALT+F4
Folder, Create Personal Calendar Folder	OUT 64	New Calendar button (FOLDER tab   New group)		New Folder	
Folder, Move Email Message to	OUT 43	Move button (HOME tab   Move group)	Drag to folder	Move, <i>folder name</i>	
Holidays, Add to Default Calendar	OUT 73	Add Holidays button (FILE tab   Options tab, Calendar category)			
iCalendar File, Import	OUT 104	Open Calendar (FILE tab   Open & Export)			
Language Preferences, Set	OUT 9	FILE tab   Options tab, Language category			
Mailbox Size, View	OUT 47	Folder Properties button (FOLDER tab   Properties group), Folder Size button			
Meeting, Cancel Meeting	OUT 112	Cancel Meeting button (CALENDAR TOOLS MEETING tab   Actions group)			
Meeting, Change Meeting Time	OUT 110		Double-tap or double-click meeting, change details or Drag meeting to new time		
Meeting, Create Meeting Request	OUT 108	New Meeting button (HOME tab   New group)			CTRL+SHIFT+Q
Meeting, Propose New Time	OUT 112	Propose New Time button (CALENDAR TOOLS MEETING tab   Respond group)			
Meeting, Reply to Meeting Request	OUT 111	Accept button (MEETING tab   Respond group)			
Meeting, Send Meeting Request	OUT 108		Send button in Meeting window		ALT+S
Meeting, Update Changed Meeting	OUT 110	Send Update button (MEETING tab   Show group)	Send Update button in Meeting window		
Natural Language Phrasing	OUT 92		Message window, type phrase		
Navigation Bar Options, Change	OUT 6		Navigation Options button on Navigation bar		
Outlook Data File, Open	OUT 8	Open Outlook Data File (FILE tab   Open & Export tab)			



**Microsoft Outlook 2013 Quick Reference Summary (continued)**

<b>Task</b>	<b>Page Number</b>	<b>Ribbon</b>	<b>Other On-Screen Area</b>	<b>Shortcut Menu</b>	<b>Keyboard Shortcut</b>
<b>People Pane, Change View</b>	OUT 24	People Pane button (VIEW tab   People Pane group)	Expand/Collapse arrow on People Pane		
<b>Personal Calendar Folder, Create</b>	OUT 64	New Calendar button (FOLDER tab   New group)			CTRL+SHIFT+E
<b>Reading Pane, Reposition</b>	OUT 26	Reading Pane button (VIEW tab   Layout group)			
<b>Sensitivity Level, Set for All New Messages</b>	OUT 10	FILE tab   Options tab, Mail category			
<b>Theme, Apply to Email Message</b>	OUT 15	Themes button (OPTIONS tab   Themes group)			
<b>Theme, Save</b>	OUT 16	Themes button (OPTIONS tab   Themes group), Save Current Theme			
<b>Weather Bar, Add City to</b>	OUT 67		Arrow button for current city, Add Location		

- d. Customizing the start menu
  - e. Using gadgets
  - f. Working with time and dates
- 4. Part 2. Using the Internet and Multimedia with Windows 7.
- 7. Browsing with Internet Explorer
  - a. Understanding URL's
  - b. Browsing using commands and tabs
  - c. Searching the Web
  - d. Working with favorites
  - e. Using accelerators and web slices
- 8. Ensuring Your Safety and Privacy on the Internet.
  - a. Evaluating overall security status
  - b. Adjusting default browser security settings (Internet Explorer)
  - c. Configuring privacy preferences
  - d. Configuring the Windows firewall
  - e. Using Windows Defender
- 9. Using Windows Live Mail.
  - a. No questions on this chapter
- 10. Working with Digital Photographs and Music.
  - a. Importing pictures from a camera
  - b. Using Live Photo Gallery
  - c. Using Windows Media Player
- 5. Part 3. Basic Networking and System Maintenance.
- 11. Using Your System on a Network.
  - a. Wired and wireless network structure
  - b. Connecting to a network
  - c. Sharing files/folders on a network
  - d. Working with network printers
  - e. Troubleshooting-using network diagnosis tools, pinging a connection
- 12. Maintaining Your System.
  - a. Using Windows update to keep Win 7 current
  - b. Using disk cleanup to remove unneeded files
  - c. Defragmenting a disk
  - d. Configuring power settings
  - e. Using backup/restore
  - f. Restoring settings to a system restore point
- 13. Adding Software and Hardware.
  - a. How to install and remove hardware and software
  - b. Installing program updates
  - c. Using multiple monitors
- 6. Part 4. Power Computing Topics.
- 14. Troubleshooting and Repairing Your System.
  - a. Checking a hard disk for errors
  - b. Using Advanced Boot Options to fix problems at startup

7. CO105 Challenge Exam 2010 L.Keizer/Computer Applications
  - c. Troubleshooting printing problems from the print queue
  - d. Troubleshooting hardware problems using drivers
15. Securing and Monitoring Your System.
  - a. Viewing system info: installed CPU and RAM
  - b. Rating/Tracking system performance
  - c. Working with user accounts and passwords
  - d. Using file encryption to secure files
16. Sharing Information On and Off the Road.
  - a. Syncing files between computers
  - b. Working offline with network information
  - c. Connecting to a system with remote desktop
  - d. Improving notebook performance using Windows mobility center
  - e. Manage battery power
  - f. Connecting to presentation systems via a wireless network
  - g. Working with power conservation