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To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- 6 Short Cuts you probably didn't know

6 Short Cuts you probably didn't know

Brought to you by
Lisa Schwaiger-
HelpDesk Triage and
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(now in MT-403)

SITUATION:

I want to know more useful shortcuts for Word and Outlook (and other Microsoft Office products).

SOLUTION:

SHIFT+F3 = CHANGE CASE

Shift+F3 is the Change Case keyboard shortcut.

Select the text. Then press Shift+F3 once to go ALL CAPS, again to go Initial Caps, and again to go all lowercase.

CTRL+Y = REPEAT

Try this: Type something. Then press the Ctrl+Y (Repeat) command.

SHIFT+F5 = GO BACK

Use it to return to the spot you last edited.

Press it again to visit the spot before that.

(But after three times, shift+F5 returns you back to where you started.)

SHIFT+F7 = THESAURUS

Need another word? Use the Word Thesaurus pane. However, it's often a pain to get to that pane. Most people can't remember where the Thesaurus command is. But there's a simpler way to access the Thesaurus. Click the word you want to replace and press Shift+F7. Ta-da! There's the Thesaurus pane with all its alternative suggestions.

F8 = SELECT TEXT

The F8 serves two text-selection functions:

- It's used to drop anchor and start selecting text.
After you press the F8 key, use the mouse or keyboard text navigation keys to select text. Text is highlighted from the location where you pressed the F8 key to wherever you move the cursor or click the mouse.
- Or, can grow a selection:
Press the F8 key twice to select a word, thrice to select a sentence, four times to select a paragraph, and five times to select the entire document.

[Esc] key and then clicking anywhere will get you out of this Select mode.

SHIFT+F8 = SHRINK SELECTION

The opposite of F8 (above). Instead of growing a selection, it shrinks a selection.

(From <http://www.dummies.com/software/microsoft-office-for-mac/word-for-mac/10-bizarre-key-combinations-in-word-2013/>)

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