

NCI Technologies presents:

# Microsoft® Office Training

**Keyboard shortcuts in the  
2007 Office system**

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- Overview: New ways to use the keyboard
- Lesson 1: Introducing the Ribbon
- Lesson 2: Navigate the Ribbon with access keys
- Lesson 3: Carry out commands by using key combinations

Two of the lessons include a list of suggested tasks, and each lesson includes a set of test questions.

# Overview: New ways to use the keyboard



People use keyboard shortcuts for a lot of reasons: to save time, because they find it easier, or because keyboard shortcuts are an essential physical alternative to the mouse.

The 2007 Microsoft Office system has a new look, and with it comes new and improved ways to use the keyboard.

No matter what your level of keyboard experience, this course will help you learn how to use keyboard shortcuts for all your Office tasks.

# Course goals

- Learn how to accomplish tasks by using sequential shortcut keys, known as access keys, shown on the Ribbon.
- See how to navigate around the Ribbon using the TAB keys and arrow keys.
- Find out how you can accomplish tasks by using key combinations—keys you press at the same time—exactly as you've done in previous versions of Office.

# Lesson 1

## Introducing the Ribbon

# Introducing the Ribbon



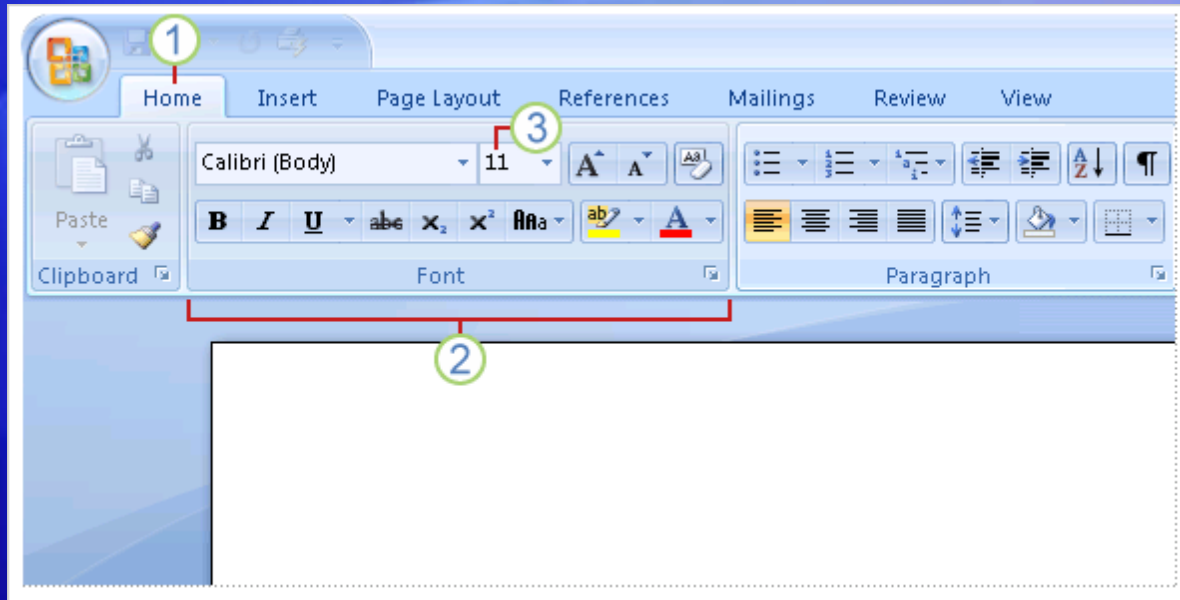
Based on extensive research into how people use Microsoft Office and how they wish it would work, the design of the 2007 Office release helps you work with greater ease and efficiency.

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An important feature of the new design is the **Ribbon**, which runs across the top of the program window and replaces menus and toolbars.

With the demise of menus and toolbars come new, easier ways to carry out tasks—including new keyboard shortcuts.

# What's on the Ribbon?

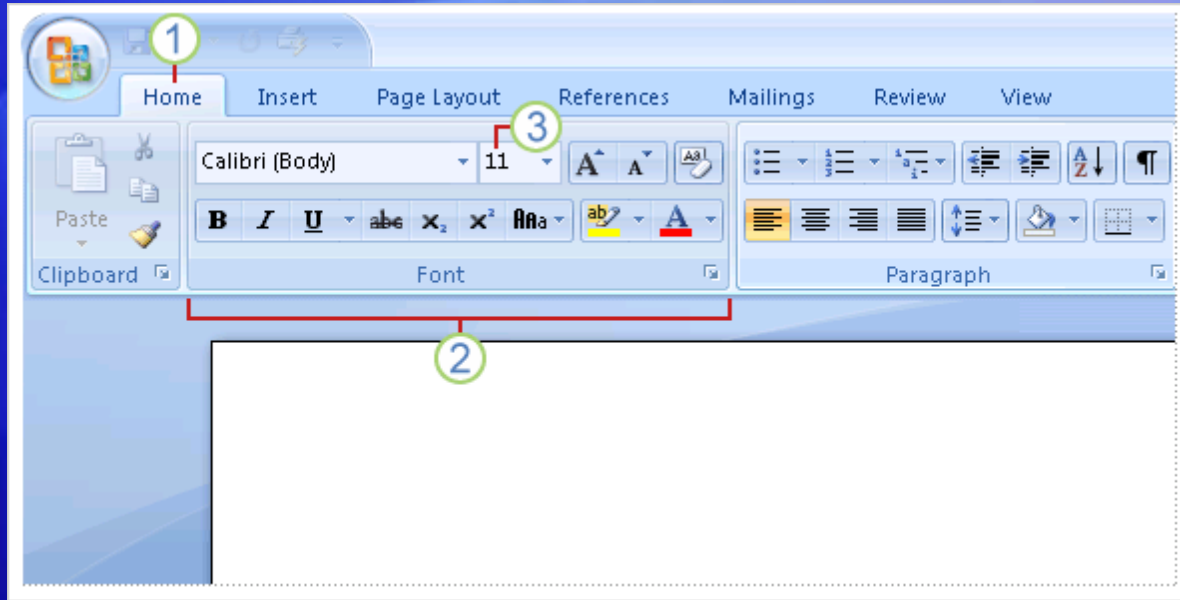


Each 2007 Office system program has a different Ribbon, but the elements on it are the same.

Here are the Ribbon's three main parts:

- 1 **Tabs** sit across the top of the Ribbon. Each one represents an activity area.
- 2 **Groups** are sets of related commands displayed together on tabs. Groups pull together all the commands you're likely to need for a type of task.

# What's on the Ribbon?

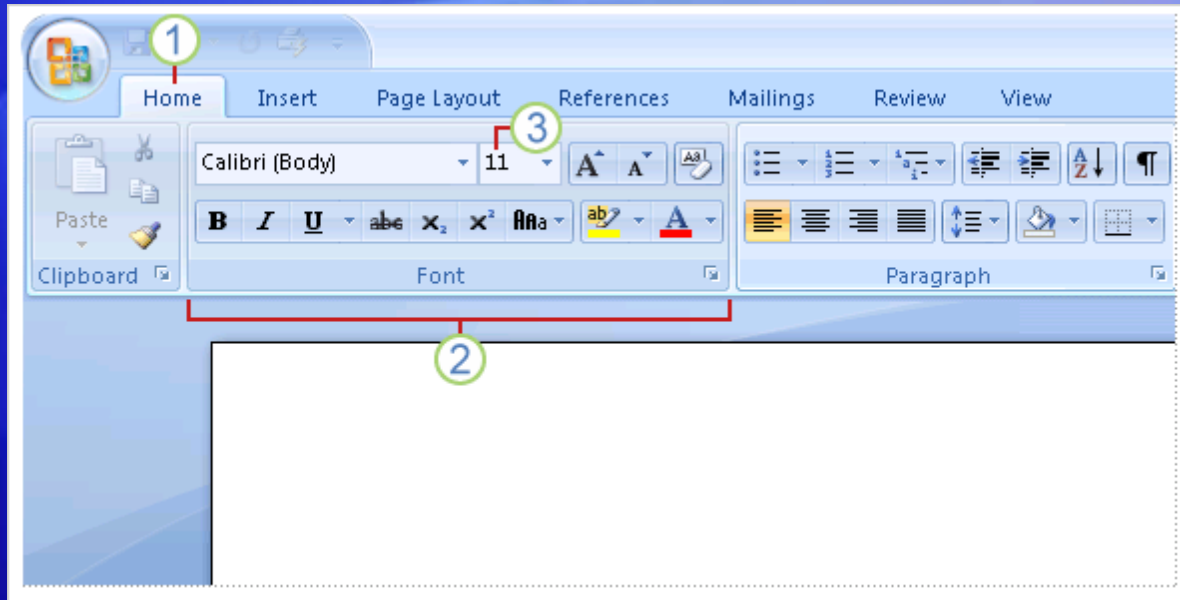


Each 2007 Office system program has a different Ribbon, but the elements on it are the same.

Here are the Ribbon's three main parts:

- 3 **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

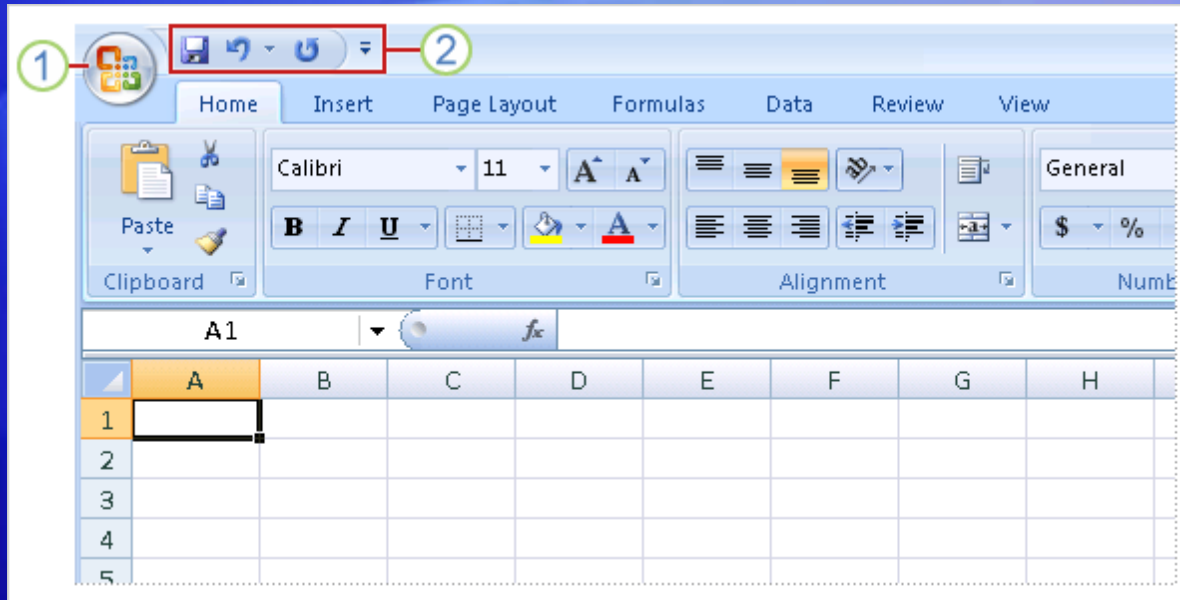
# What's on the Ribbon?



The Ribbon will adapt depending on what you're working on, to show you the commands you're likely to need for that task.

For example, if you're working with a chart in Microsoft Office Excel® 2007, the Ribbon will show the commands you need for working with charts. Otherwise, those commands aren't visible.

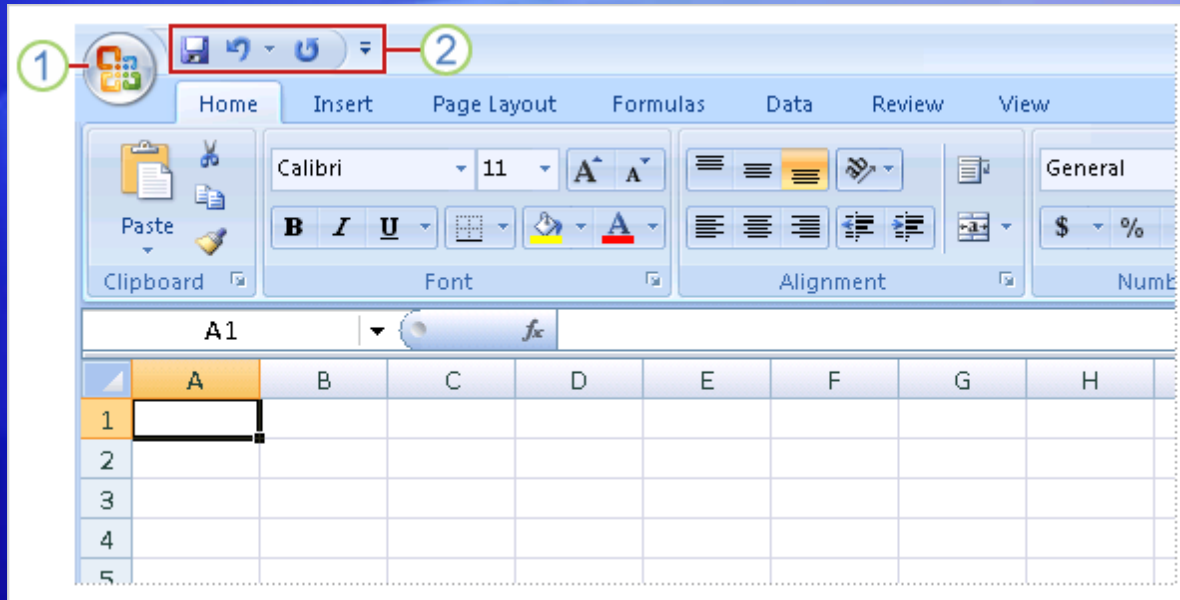
# More new features in the Ribbon programs



The new Ribbon programs include two additional features that will help you get your work done quickly and easily.

- 1 The **Microsoft Office Button** has replaced the **File** menu, and it's where you'll find the same basic commands as before to **open**, **save**, and **print** your documents—as well as for setting program options, editing file properties, and more.

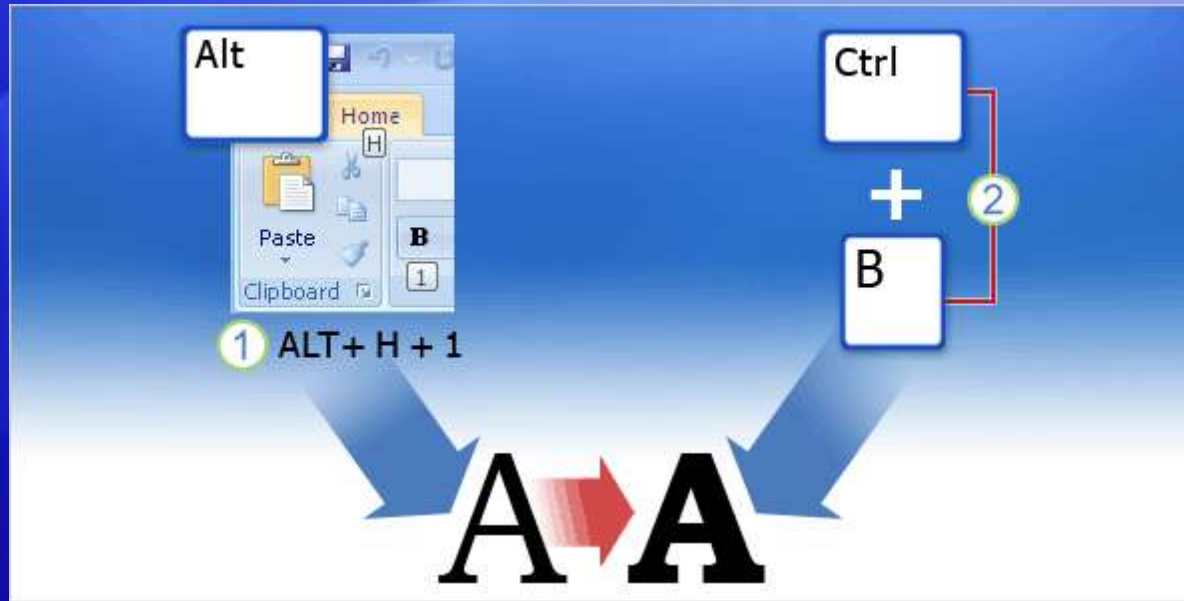
# More new features in the Ribbon programs



The new Ribbon programs include two additional features that will help you get your work done quickly and easily.

- 2** The **Quick Access Toolbar** sits above the Ribbon and contains the commands that you want to keep near at hand. By default, the Quick Access Toolbar contains the **Save**, **Undo**, and **Repeat** (or **Redo**) commands. But you can customise it with whatever commands you want.

# Types of keyboard shortcuts



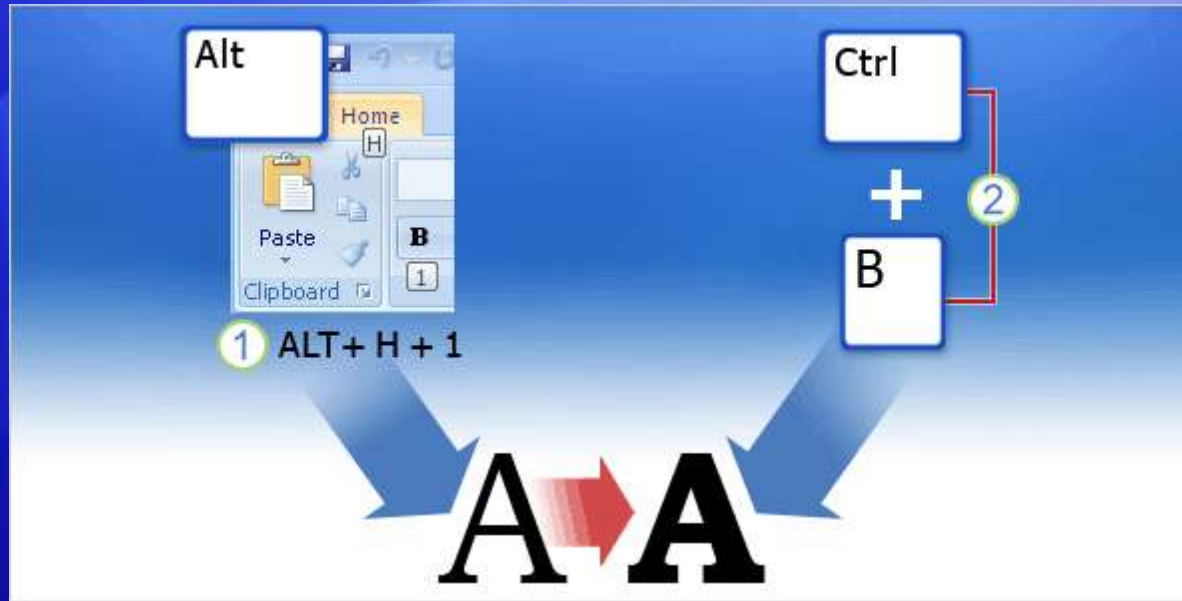
Many people think of a “keyboard shortcut” as any keystroke sequence or combination that carries out an action.

And generally, that’s a fine definition.

But for this course, let’s be a bit more precise in defining a keyboard shortcut.

There are two basic types of keyboard shortcuts, and this course covers both of them. Defining the difference is important because the different types work in different ways.

# Types of keyboard shortcuts



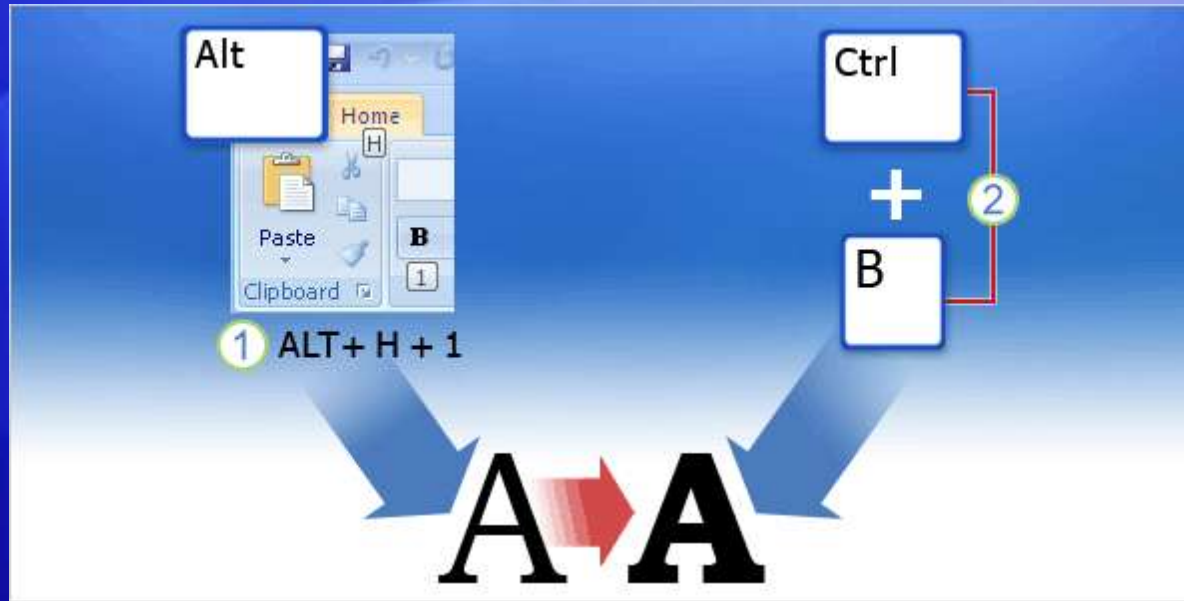
## Access keys

Access keys give you access to the Ribbon. They relate directly to the tabs, commands, and other things that you see on the screen.

You use access keys by pressing the ALT key followed by another key or a sequence of other keys.

Every single command on the Ribbon, on the Quick Access Toolbar, and on the menu that opens from the Microsoft Office Button has an access key, and every access key is assigned a **KeyTip**.

# Types of keyboard shortcuts



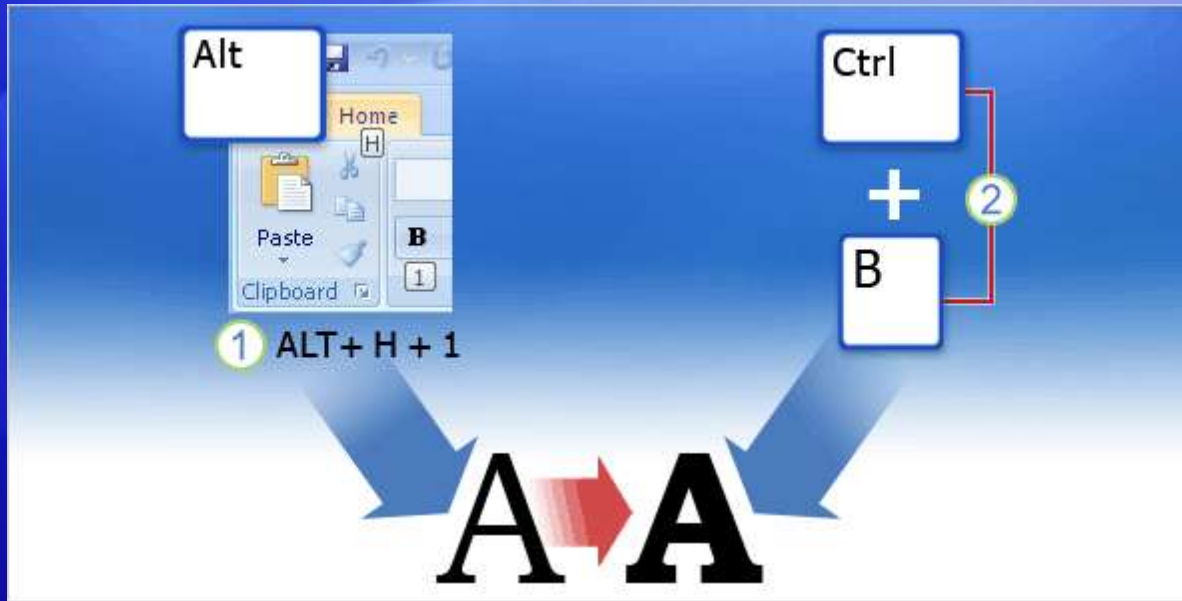
## Key combinations

Key combinations perform specific commands. They are unrelated to the Ribbon or other things that you see on the screen.

In key combinations, the keys need to be pressed together to trigger the action and most, but not all, involve pressing CTRL plus other keys (for example, CTRL+C to copy).

Key combinations haven't changed much in the 2007 Office release and will work the same way as previously.

# Types of keyboard shortcuts



The picture illustrates how you can make text bold by using either of the two different keyboard methods.

- ① Keys to **access** the tabs and commands on the screen.
- ② A direct **key combination** unrelated to the Ribbon.

# Test 1, question 1

What are the three main parts of the Ribbon? (Pick one answer.)

1. Tabs, groups, and commands.
2. The **Microsoft Office Button**, tabs, and access keys.
3. Menus, toolbars, and commands.

# Test 1, question 1: Answer

Tabs, groups, and commands.

Tabs contain groups of commands that you are most likely to need for a particular task.

# Test 1, question 2

Where should you look for items that used to be on the File menu? (Pick one answer.)

1. On the **Home** tab.
2. On the menu that opens when you click the **Microsoft Office Button**.
3. There's no equivalent; they're spread all over the Ribbon.

# Test 1, question 2: Answer

On the menu that opens when you click the **Microsoft Office Button**.

This is where you'll find the basic commands for opening, saving, and printing your documents—as well as for setting program options, file properties, and more.

# Test 1, question 3

Which of these are the two basic types of keyboard shortcut?  
(Pick one answer.)

1. Navigation keys and KeyTips.
2. Shortcuts and KeyTips.
3. Combination keys that initiate a command and access keys that navigate the items on the screen.
4. Combination keys that initiate a command and KeyTips.

# Test 1, question 3: Answer

Combination keys that initiate a command and access keys that navigate the items on the screen.

And in addition to access keys, there are other ways of moving through on-screen items, such as ALT followed by the TAB key or arrow keys, and F6 to move around the program window.

# Lesson 2

Navigate the Ribbon with  
access keys

# Navigate the Ribbon with access keys

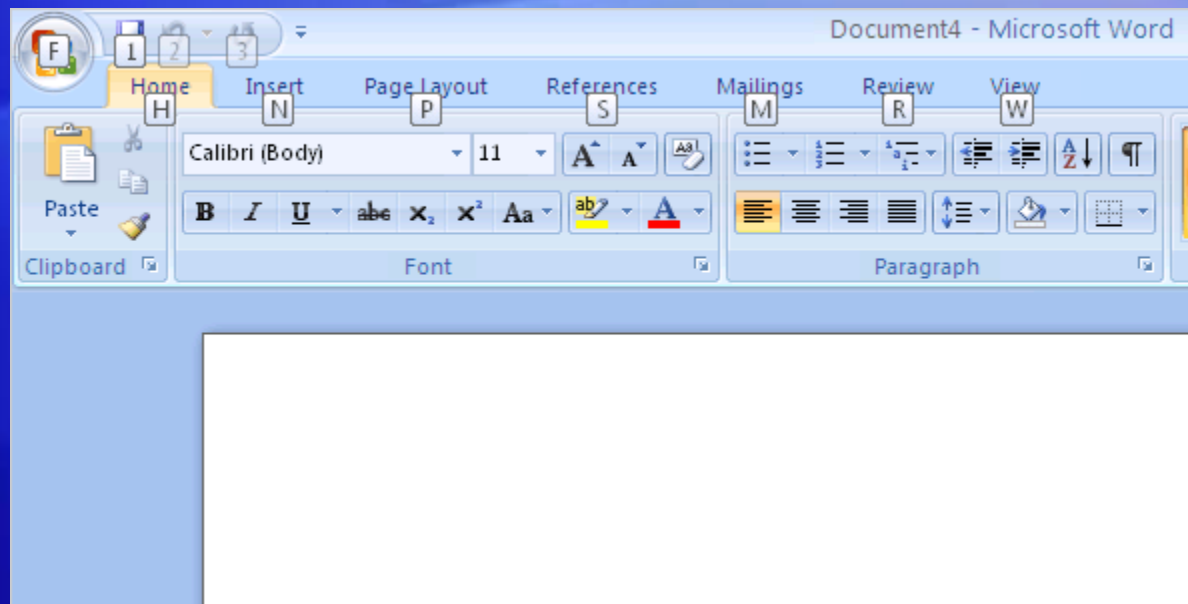


When you use access keys rather than a pointing device like a mouse to control the Ribbon and other things on the screen, you must first “switch on” keyboard control of the Ribbon.

In other words, you need to get out of text entry mode and into command mode. You do this by pressing the ALT key. After you do that, you have a lot of choices for moving around the Ribbon.

This lesson shows you how to use a variety of keys to move around the screen and choose commands.

# KeyTips and badges



As soon as you press ALT, little labels, or **badges**, pop up showing the KeyTips for all the tabs.

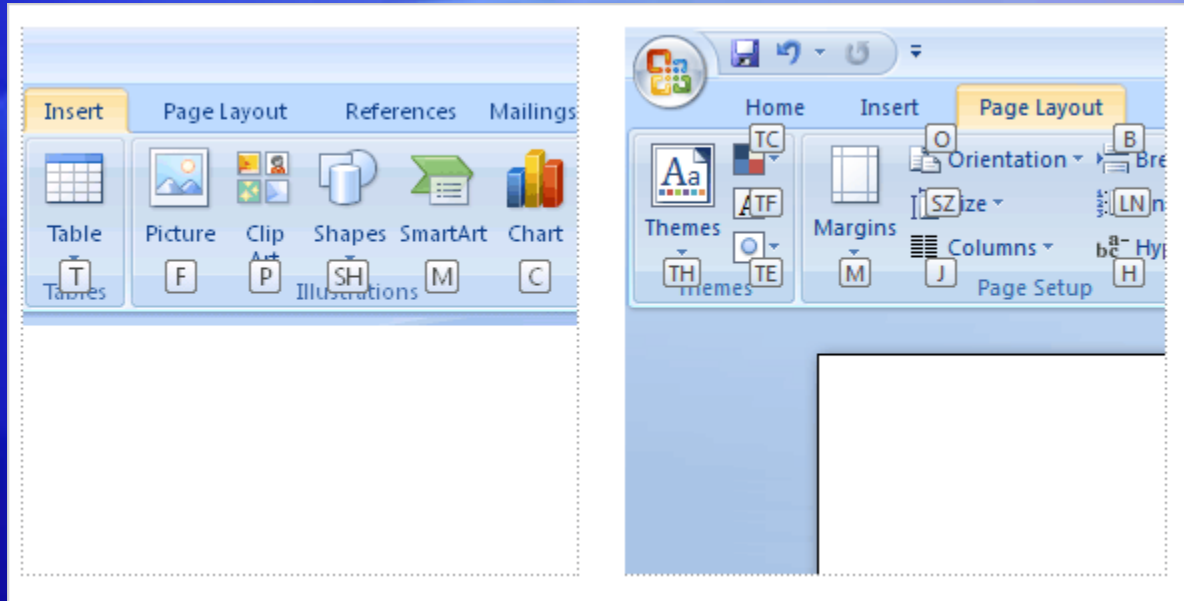
KeyTips offer an on-screen reminder of which keys to press.

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After you press a key to activate a particular tab, the badges showing the KeyTips for the commands on that tab appear.

The picture, for example, shows the badges and KeyTips for the commands that are available on the **Home** tab.

# More about KeyTips

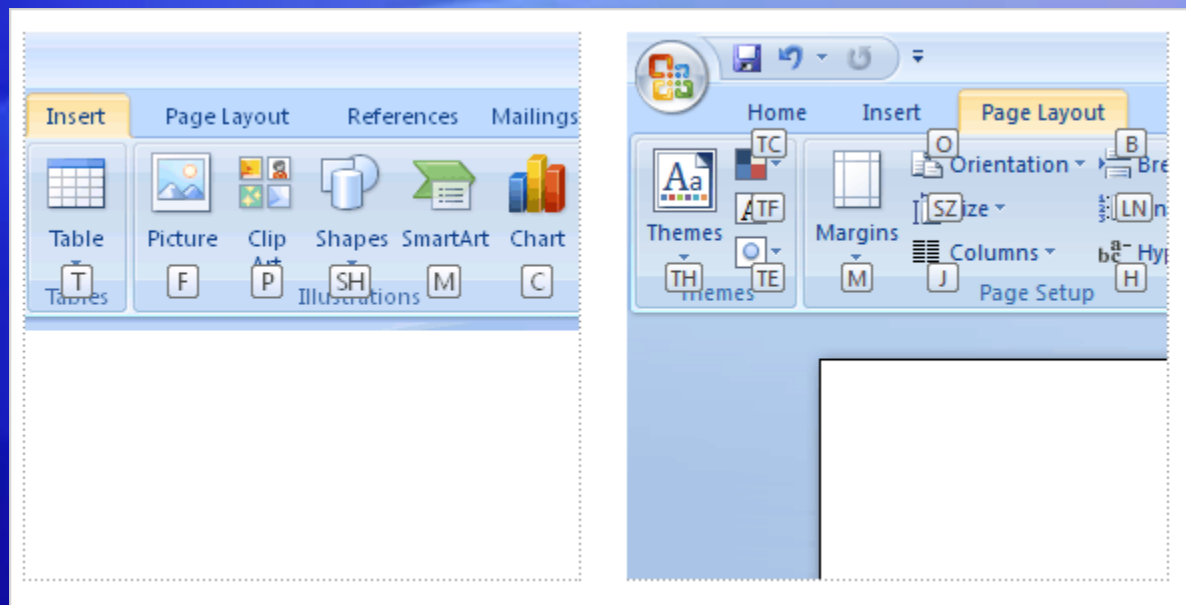


The layered approach to KeyTips means that each command in a program has a unique sequence of KeyTips.

It also means, however, that there are many duplicates when comparing the KeyTips across tabs.

For example, in Microsoft Office Word 2007, M does one thing on one tab and something else on a different tab.

# More about KeyTips



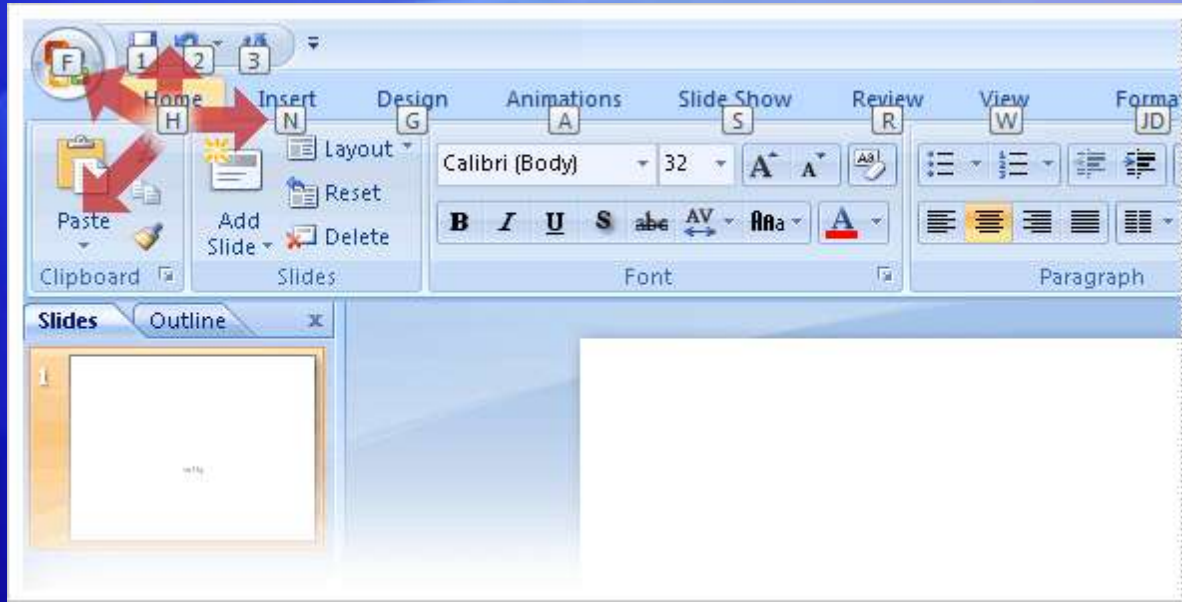
Remember, you only ever see the KeyTip badges for the active tab—the tab you are on.

You have to move to another tab to see *its* KeyTips.

If you end up with the KeyTips for the wrong tab showing, just press ESC to see the tab KeyTip badges again, and select the tab you want.

Although you can do things on the Ribbon by using other keys to move around it, access keys are a much quicker way to access and execute commands.

# Getting around with the arrow keys

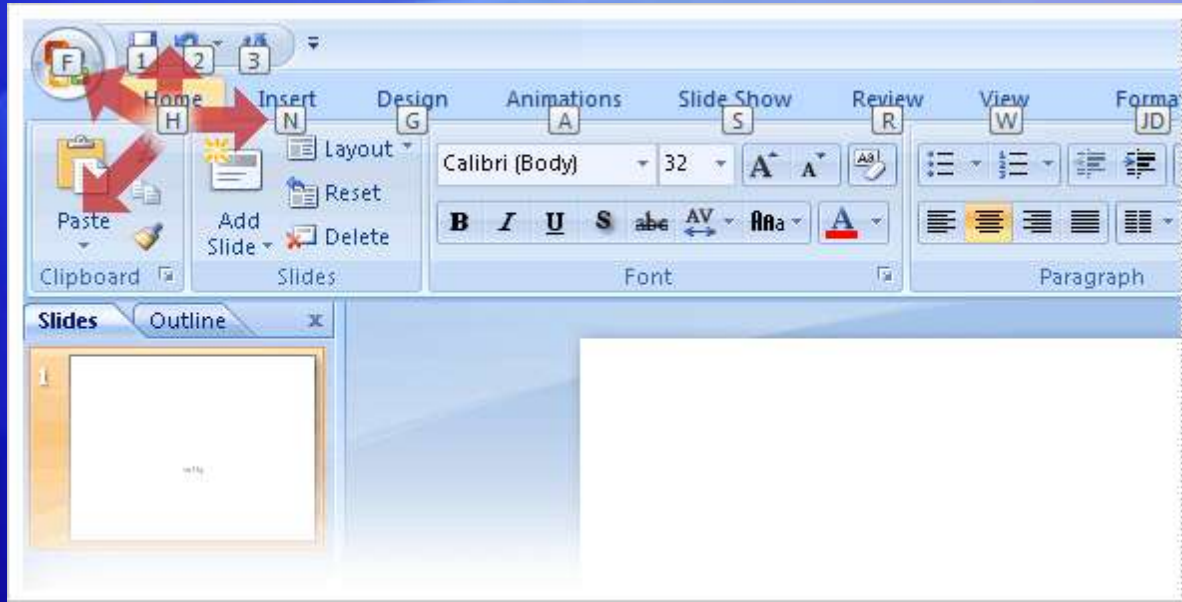


In addition to access keys, there's another way of using sequential keystrokes to move around the Ribbon: by using the arrow keys.

First, as with access keys, you must press the ALT key to move the focus from the document to the Ribbon.

Then you can use the arrow keys to move around.

# Getting around with the arrow keys

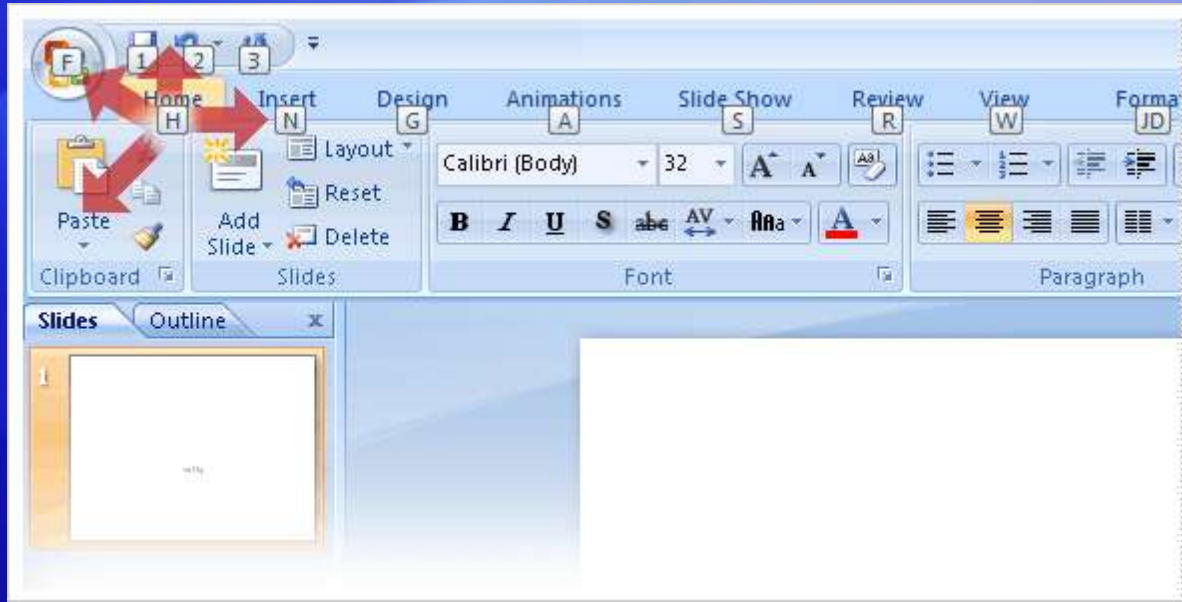


In addition to access keys, there's another way of using sequential keystrokes to move around the Ribbon: by using the arrow keys.

Here are specifics:

- The LEFT ARROW and RIGHT ARROW keys move you to the adjacent tabs.
- The UP ARROW key moves the focus to the Quick Access Toolbar. (From there, use the LEFT ARROW key to move to the Microsoft Office Button.)

# Getting around with the arrow keys

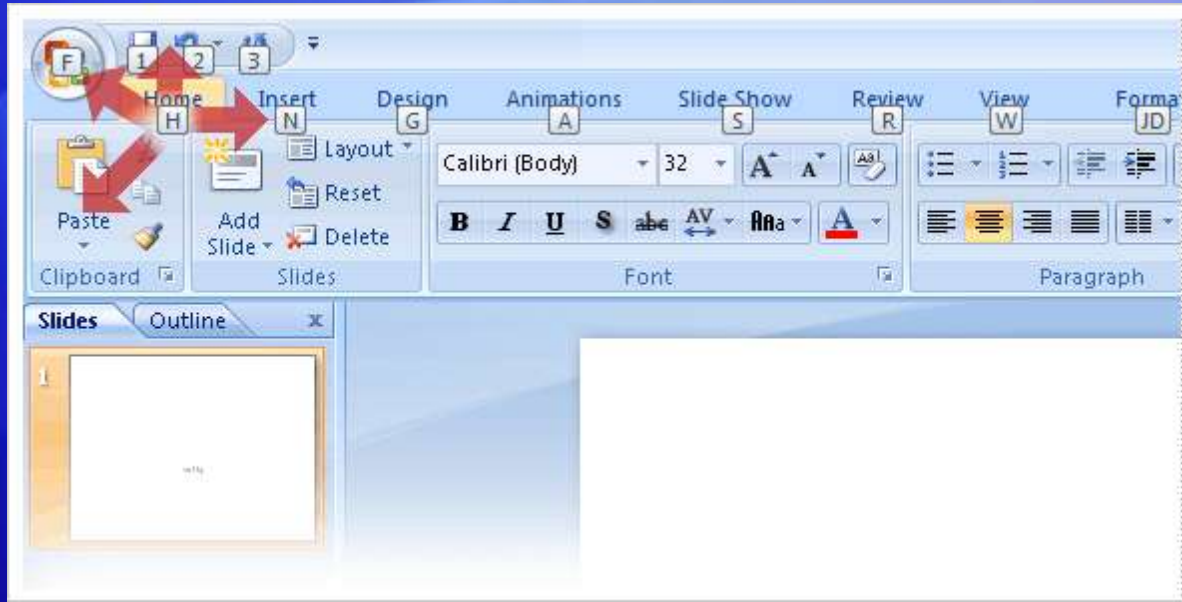


In addition to access keys, there's another way of using sequential keystrokes to move around the Ribbon: by using the arrow keys.

Here are specifics:

- The **DOWN ARROW** key moves you into the active tab, where you can move further by using the other arrow keys.

# Getting around with the arrow keys

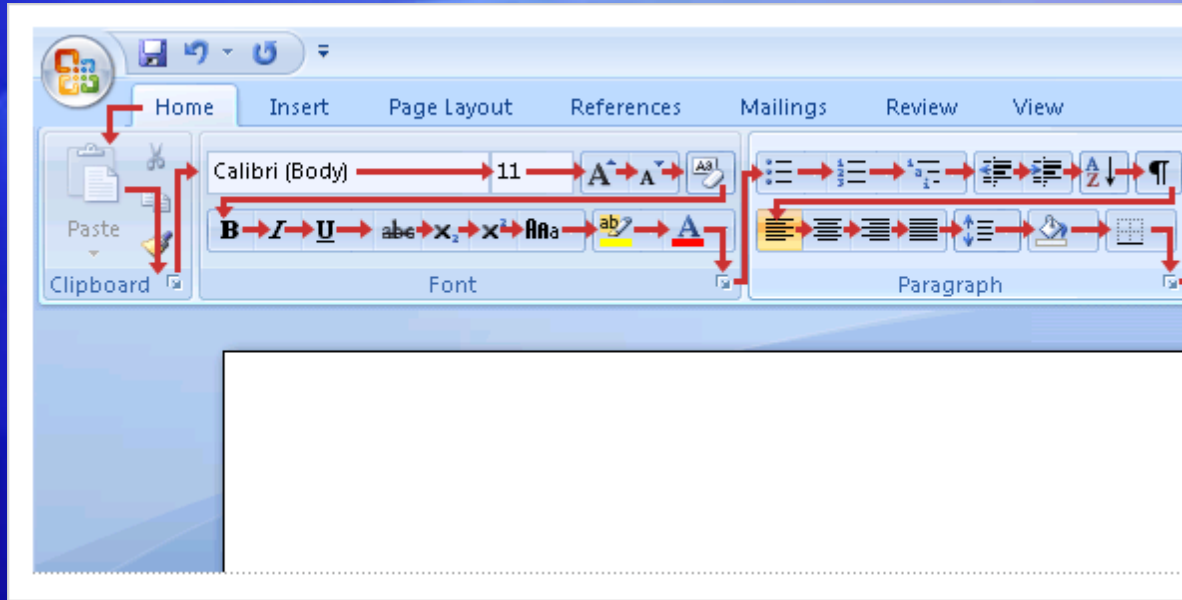


In addition to access keys, there's another way of using sequential keystrokes to move around the Ribbon: by using the arrow keys.

The major improvement over previous versions of Microsoft Office in moving around the screen with the arrow keys is that you can use them to move up and down as well as side to side.

Generally speaking, navigating around like this is a great way to get to know the Ribbon.

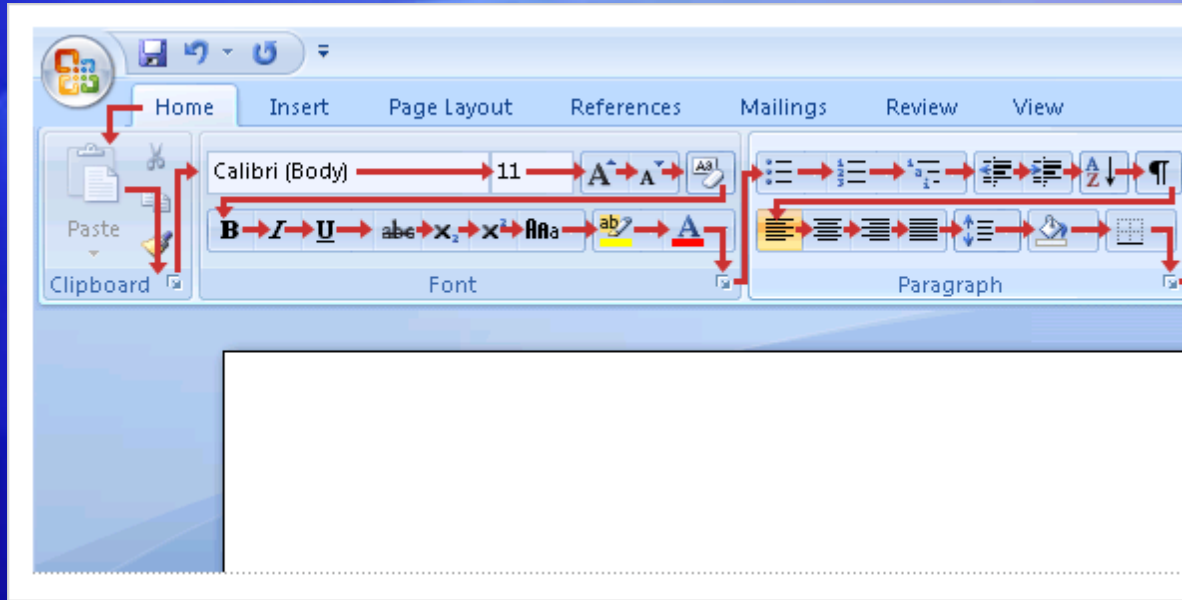
# The TAB key and the Ribbon



You can also navigate the Ribbon by using the TAB key.

After you press ALT to move the focus to the Ribbon, pressing the TAB key cycles through all the commands on the active tab, group by group.

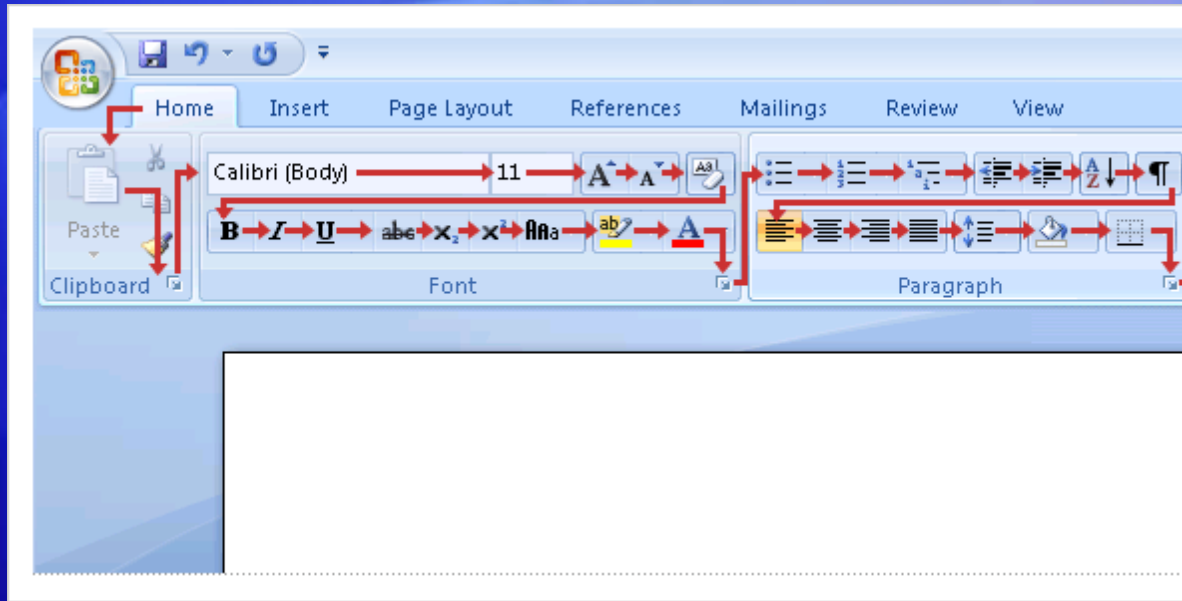
# The TAB key and the Ribbon



You can also navigate the Ribbon by using the TAB key.

After cycling through the last group of commands on the tab, the TAB key moves the focus to the **Help** button, the Microsoft Office Button, and the Quick Access Toolbar, and then back to the first group on the tab.

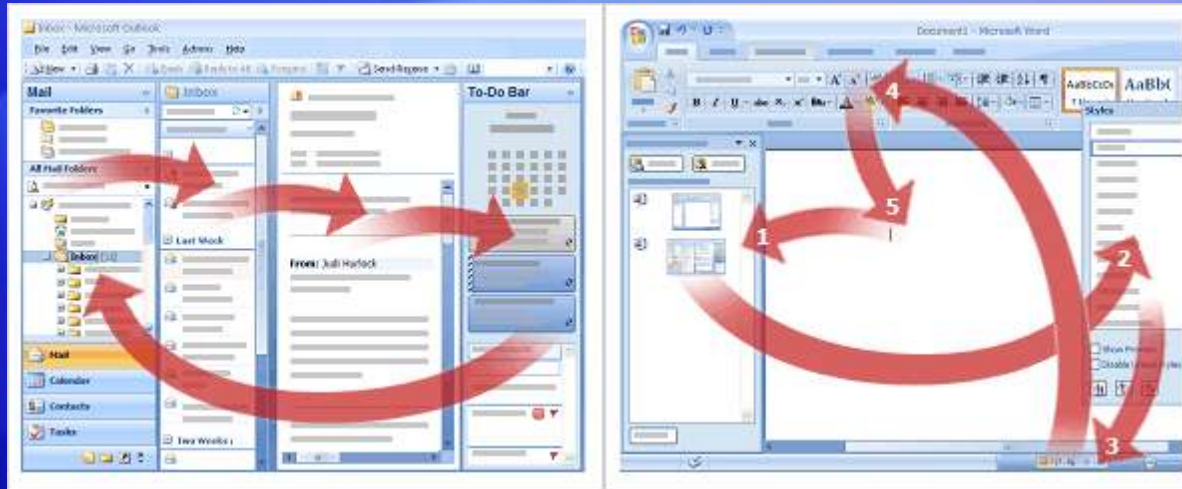
# The TAB key and the Ribbon



You can also navigate the Ribbon by using the TAB key.

Press **SHIFT+TAB** to cycle through the commands in the opposite direction. When the focus is on the command that you want, press **ENTER** to select it.

# Cycling with F6



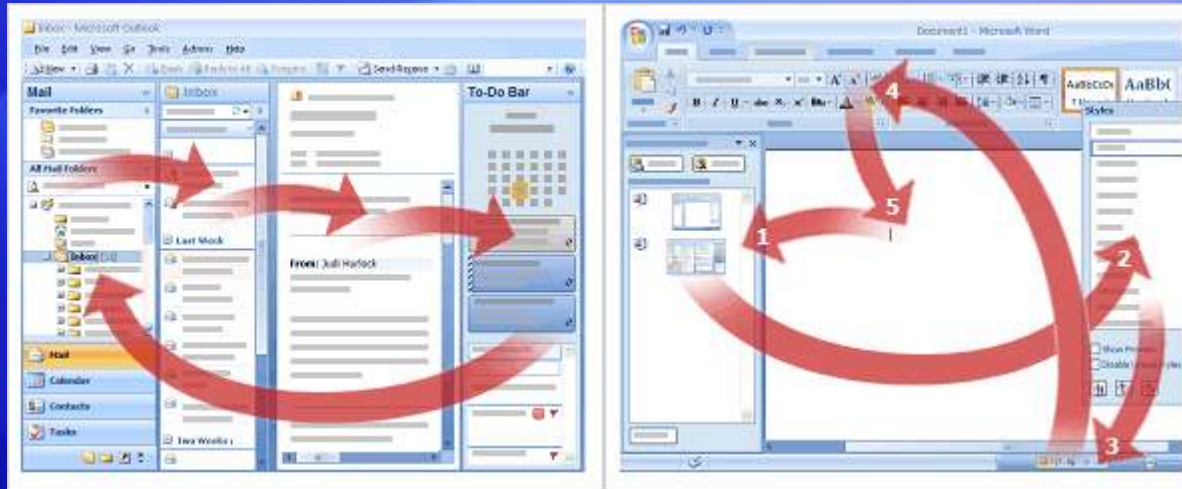
You can get to different areas of the program window by pressing F6.

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For example, the figure on the left shows F6 movement around the Microsoft Office Outlook® 2007 window.

In Mail view, the focus moves between the folder list, the open folder, the preview pane, and the **To-Do Bar**.

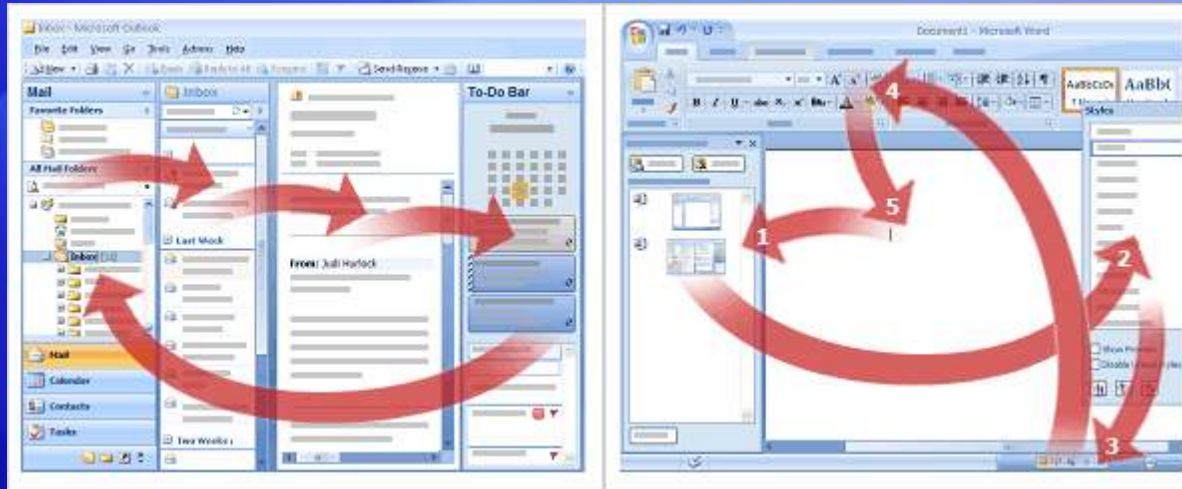
# Cycling with F6



In the programs with the Ribbon, F6 cycles between all the areas of the window.

On the right, for example, you see how pressing F6 in Word 2007 cycles between the open document, any open task panes, the status bar at the bottom of the window where you'll find the **View** controls, and the Ribbon.

# Cycling with F6



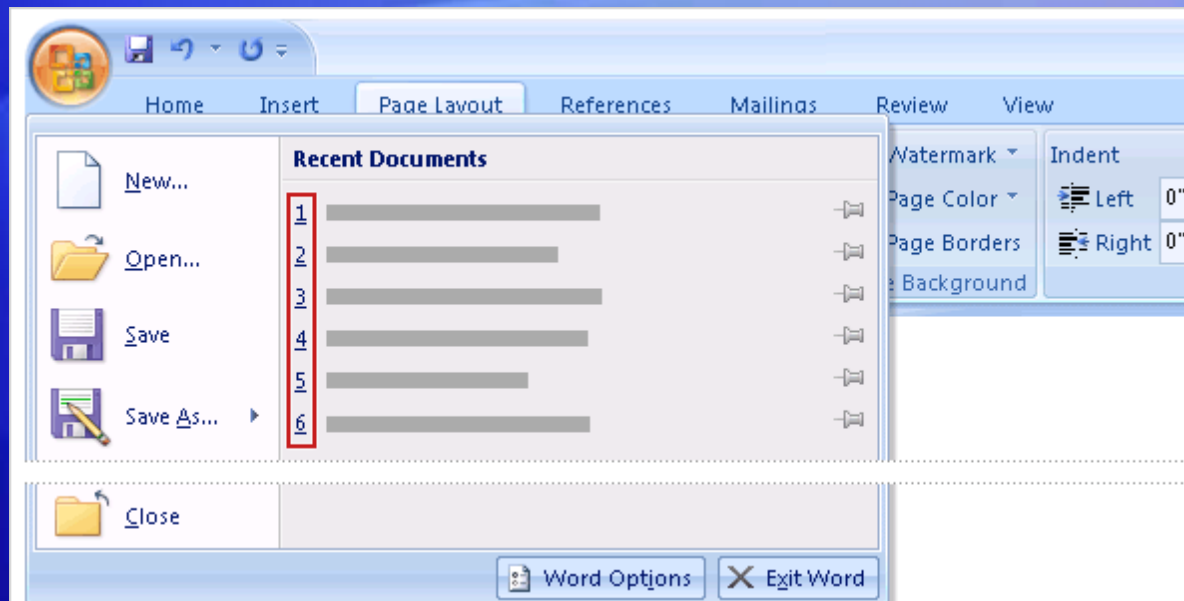
So, let's say you want to zoom in on your document.

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Here's what you do:

1. Press F6 until the focus is in the status bar.
2. Press the TAB or RIGHT ARROW key to move to the + (plus) command.
3. Press ENTER.

# Navigating beyond the Ribbon



You learned a little about the **Microsoft Office Button**  in the first lesson.

This new button is at the upper left of the window, just where the **File** menu was.

You can get there by using access keys, the TAB key, or arrow keys.

There are KeyTip badges (and also underscored letters) in the menu to show you which letters to press to use a command, just as there were on menus in previous versions of Office.

# Navigating beyond the Ribbon

Here's a brief list of other keystrokes you need for moving around:

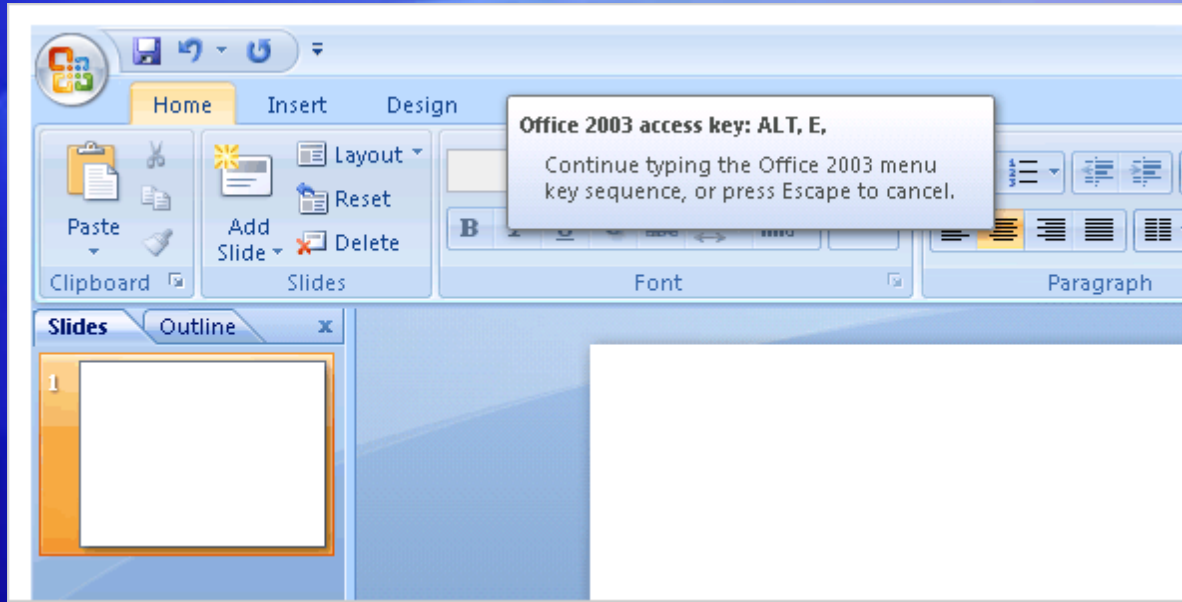
- The TAB key and arrow keys let you navigate a dialogue box.
- You activate a command by pressing ENTER. In some cases, this opens a gallery or menu so you can choose what you want and then activate your choice by pressing ENTER again. For some options, like the **Font** box, pressing ENTER puts the focus in the box so you can start typing or use the arrow keys to scroll through lists. After you've got what you want, press ENTER again.
- CTRL+TAB cycles through the tabs in a dialog box.
- SPACEBAR selects and clears check boxes.
- SHIFT+F10 opens the shortcut menu, which opens when you right-click an item.

# Navigating beyond the Ribbon

Here's a brief list of other keystrokes you need for moving around.

- ESC closes an open dialogue box or shortcut menu. If nothing is open, it takes the focus away from the Ribbon and back to the main document.
- To close a task pane, first press CTRL+SPACEBAR to open the task pane menu. Then press C to select **C**lose on the menu.
- ALT+F4 (pressed simultaneously) closes the active window.
- F1 opens the Help window.

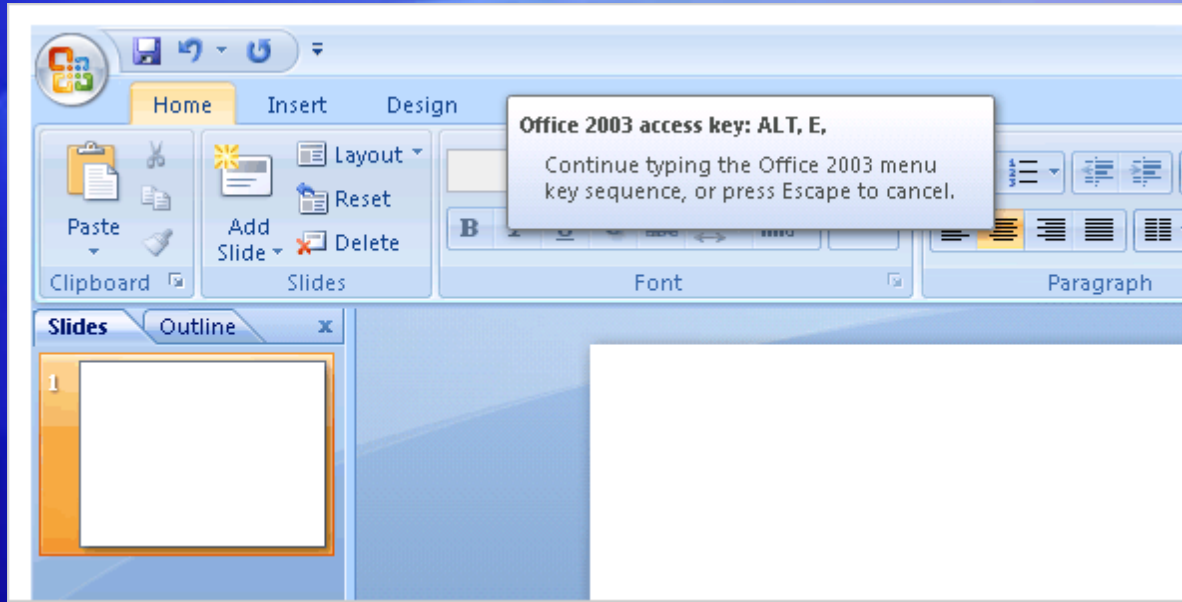
# But I know all the old menu shortcuts...



If you're a keyboard shortcut expert who's used ALT menu shortcuts for years and knows them all by heart, you may be alarmed that the menus and the old shortcuts have gone.

Take heart! The new Ribbon and shortcuts may take a little time to learn, but once you know them you'll appreciate the new features.

# But I know all the old menu shortcuts...



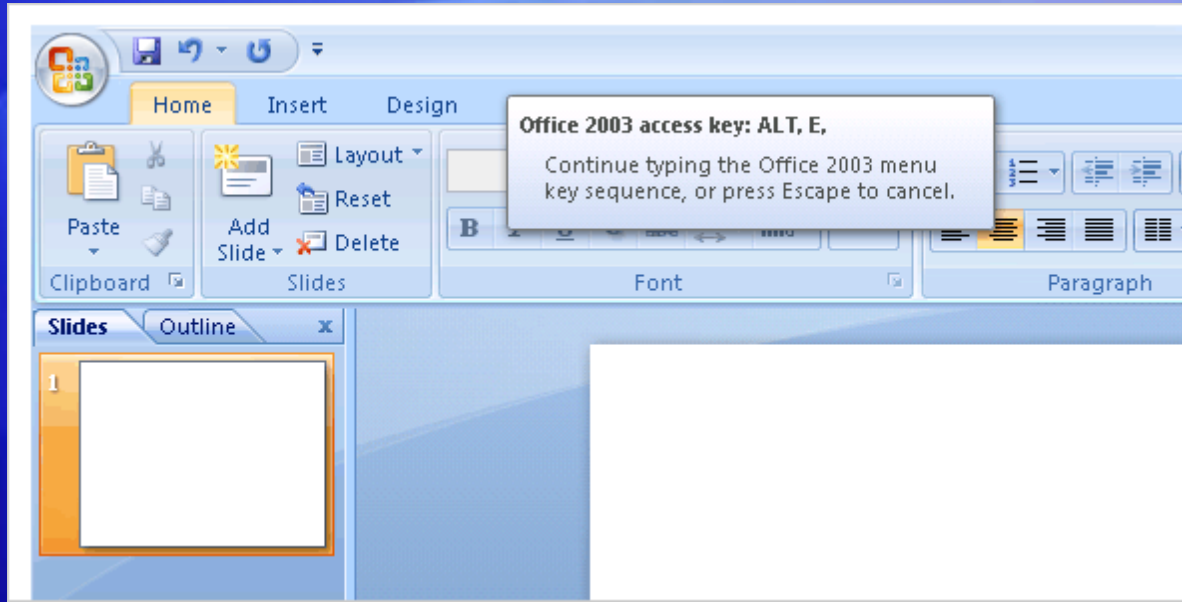
Here's how it works.

In the previous version of Office, you pressed ALT, E to open the **Edit** menu. Then you pressed the underlined letter in a menu command.

In the 2007 Office system Ribbon programs, when you press ALT and then one of the old menu keys, you won't open a menu.

Instead, you'll see a message telling you that you're using an Office 2003 access key and to press ESC to cancel.

# But I know all the old menu shortcuts...



Here's how it works.

In the previous version of Office, you pressed ALT, E to open the **Edit** menu. Then you pressed the underlined letter in a menu command.

If you know the key sequence you want, you can just carry on and initiate the command. Otherwise, do as the box says and press ESC to see the KeyTip badges.

# Suggestions for practice

1. Look at KeyTips.
2. Use KeyTips.
3. Move around the Ribbon.
4. Use the Ribbon.

# Test 2, question 1

You can move to the Ribbon and initiate commands by using the ALT, TAB, and ENTER keys. (Pick one answer.)

1. True.
2. False.

# Test 2, question 1: Answer

True.

You can use the Ribbon by using only ALT, TAB, and ENTER—though it's not the quickest way of achieving results.

# Test 2, question 2

Which function key do you use to move among different areas of a program? (Pick one answer.)

1. F4.
2. F5.
3. F6.

# Test 2, question 2: Answer

F6.

F6 cycles among the various areas in the window, including task panes and the View commands.

# Test 2, question 3

What do you press to display the badges showing KeyTip letters? (Pick one answer.)

1. CTRL+S.
2. The ALT key.
3. The CTRL key.
4. ALT, then S.

# Test 2, question 3: Answer

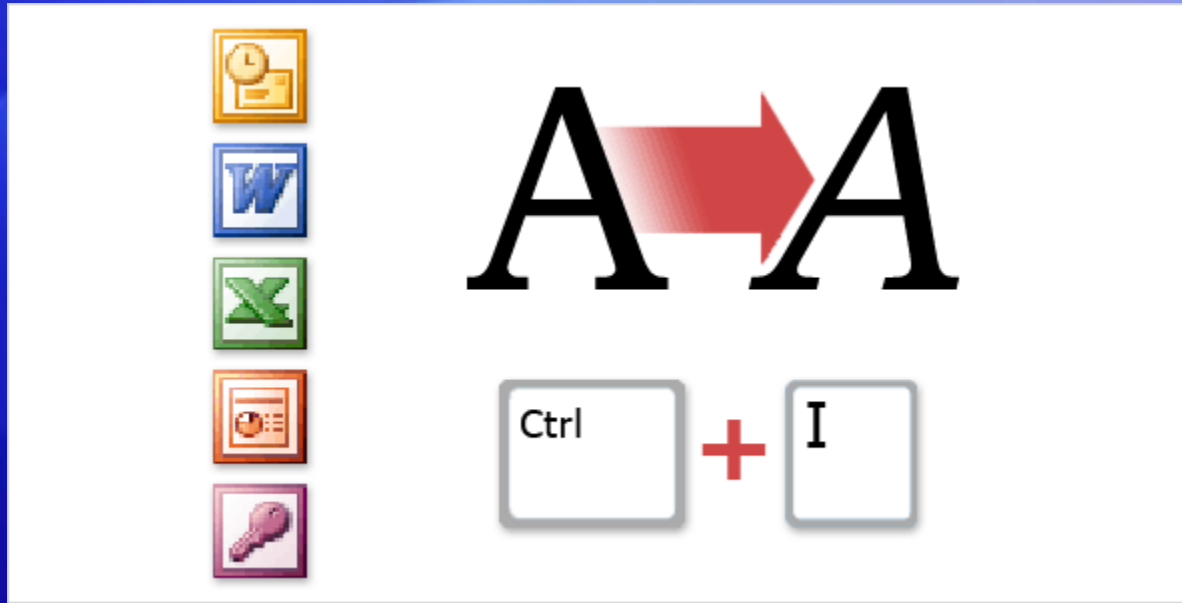
The ALT key.

As soon as you press ALT, the KeyTips will appear.

# Lesson 3

Carry out commands by using key combinations

# Carry out commands by using key combinations



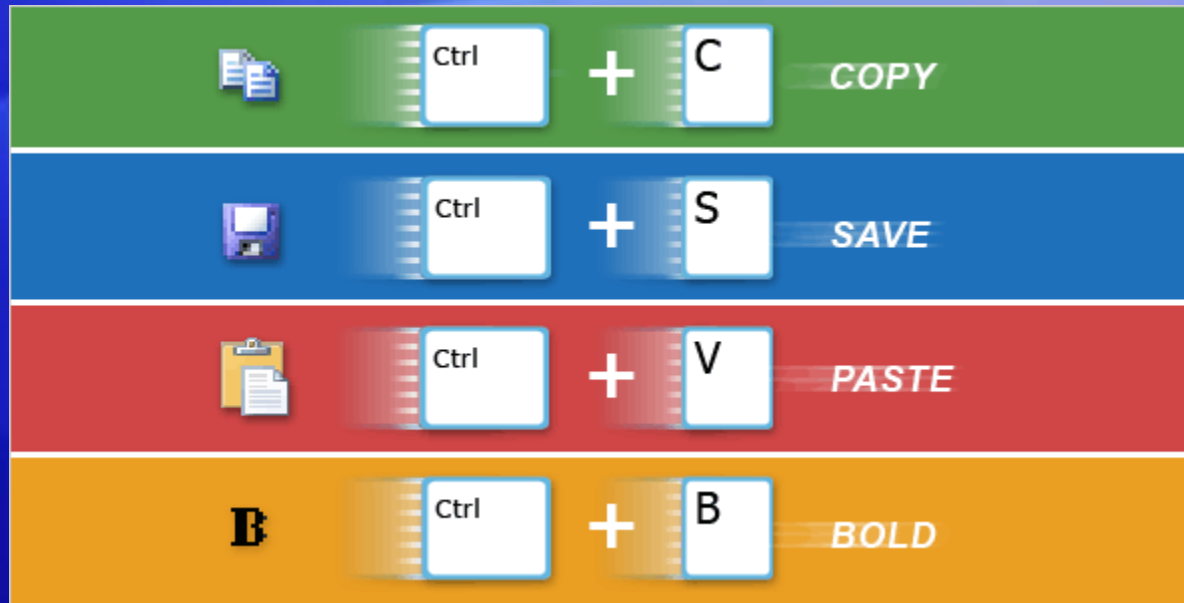
A **key combination** is a set of keystrokes that, when pressed together, initiate an action.

This is the quickest way to use the keyboard.

A major advantage of key combination shortcuts is that most of the common ones are the same across the Office programs, whether they have the Ribbon or not, and they're the same as in previous versions of Office.

While using key combinations is slightly faster than using access keys, you do have to memorize the keys.

# Your friend: the CTRL key

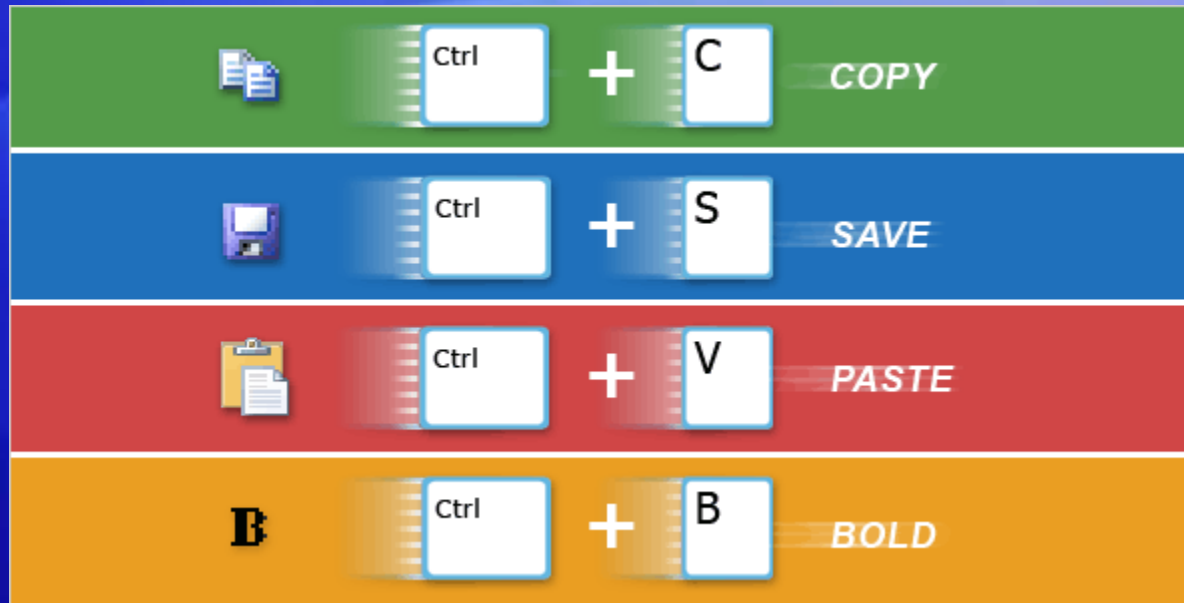


Key combination shortcuts are fast, and you don't need to use the Ribbon to make things happen.

Most key combination shortcuts in most Office programs (for example, Word, Excel, and PowerPoint) use the CTRL key.

There are a few exceptions to the CTRL rule. One of the most notable is ALT+S for sending an e-mail message in Outlook.

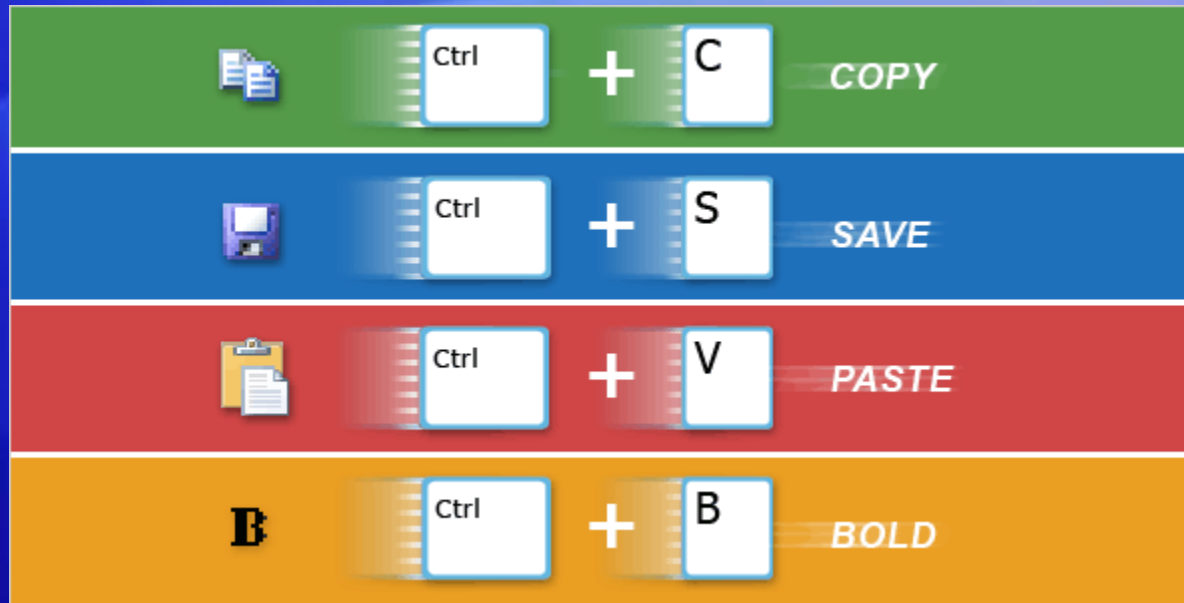
# Your friend: the CTRL key



You can see the shortcuts when you're using a mouse: If a shortcut is available, it is displayed in a ScreenTip when you rest the mouse pointer over a command.

You'll find that the more frequently you use the shortcuts, the less you have to look them up. You'll soon become very familiar with shortcuts that you use every day.

# Your friend: the CTRL key



You can see the shortcuts when you're using a mouse: If a shortcut is available, it is displayed in a ScreenTip when you rest the mouse pointer over a command.

Even if you're usually a mouse user, once you know some shortcuts you'll discover the speed and efficiency of using keystrokes instead of the mouse.

Rather than moving your hand off the keyboard continually to use the mouse, use a few keystrokes and you'll quickly finish the task.

# Shortcuts that no longer work

Shortcut	2003 action	Ribbon program action
CTRL+SHIFT+F in Word	Moves the focus to the <b>Font</b> drop-down list	Opens the <b>Font</b> dialog box (if you want the <b>Font</b> drop-down list, use KeyTips instead: ALT, O, F)
CTRL+SHIFT+S in Word	Moves the focus to the <b>Styles</b> drop-down list	Moves the focus to the <b>Apply Styles</b> task pane

Most keyboard shortcuts in the 2007 Office system work exactly the way they did in Office 2003.

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However, there are a few seldom-used shortcuts that either work differently or no longer work at all.

The table shows these shortcuts.

# Suggestions for practice

1. Use key combinations to cut and paste.
2. Use key combinations to apply direct formatting.

# Test 3, question 1

Which of these statements is true about using a key combination keyboard shortcut? (Pick one answer.)

1. It takes longer.
2. The menu must be open.
3. You have to know the exact keystrokes.
4. The Help window must be open.

# Test 3, question 1: Answer

You have to know the exact keystrokes.

You do have to memorise the keystrokes, although you can find prompts on the screen if you use a mouse and rest it over the command on the Ribbon.

# Test 3, question 2

The majority of key combination keyboard shortcuts use the **SHIFT** key. (Pick one answer.)

1. True.
2. False.

# Test 3, question 2: Answer

False.

Most key combination keyboard shortcuts use the CTRL key, not the SHIFT key.

# Test 3, question 3

All the common CTRL+ shortcuts work in which of the following programs? (Pick one answer.)

1. Word.
2. Excel.
3. PowerPoint.
4. All of the above.
5. None of the above.

# Test 3, question 3: Answer

All of the above.

The common CTRL+ shortcuts work in most Microsoft Office programs.