

Hello Colleagues,

I am a geek about shortcut keys! I think they save time, thereby enhancing productivity. I'm a fan of "cheat sheets" provided by ComputerWorld.com, which provides quick reference charts for those interested in utilizing short-cut keys more often. Here's the link:

http://www.computerworld.com/s/article/9011145/Word_2007_Cheat_Sheet_Quick_Reference_Charts

Following are three of the more regularly used charts taken directly from ComputerWorld.com's reference charts:

File Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
File > New	Office Button > New	Ctrl-N
File > Open	Office Button > Open	Ctrl-O
File > Close	Office Button > Close	Ctrl-W
File > Save	Office Button > Save <i>or</i> Quick Access toolbar > Sav icon	Ctrl-S
File > Save As	Office Button > Save As	F12
File > Page Setup	Page Layout > Page Setup (click dialog box launcher for more options) <i>or</i> Office Button > Print > Print Preview > Page Setup (click dialog box launcher for more options)	<i>In Word 2003: Alt-F, U</i> <i>In Word 2007: Alt-P, SP</i>
File > Print Preview	Office Button > Print > Print Preview	Alt-Ctrl-I
File > Print	Office Button > Print	Ctrl-P
File > Recently Used Documents	Office Button > Recent Documents	Alt-F

Edit Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
Edit > Undo	Quick Access toolbar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access toolbar > Redo icon	Ctrl-Y
Edit > Cut	Home > Clipboard > Cut	Ctrl-X
Edit > Copy	Home > Clipboard > Copy	Ctrl-C
Edit > Office Clipboard	Home > Clipboard dialog box launcher	<i>In Word 2003: Ctrl-C, Ctrl-C</i> <i>In Word 2007: Alt-H, F, O</i>
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	<i>In Word 2003: Alt-E, S</i> <i>In Word 2007: Alt-E, S or Alt-Ctrl-V</i>
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Select All	Home > Editing > Select > Select All	Ctrl-A
Edit > Find	Home > Editing > Find	Ctrl-F
Edit > Replace	Home > Editing > Replace	Ctrl-H
Edit > Go To	Home > Editing > Find > Go To	Ctrl-G

View Menu

Word 2003 Location	Word 2007 Location	Keyboard Shortcut
View > Normal	View > Document Views > Draft	Alt-Ctrl-N
View > Web Layout	View > Document Views > Web Layout	Alt-V, W
View > Print Layout	View > Document Views > Print Layout	Alt-Ctrl-P
View > Reading Layout	View > Document Views > Full Screen Reading	Alt-V, R
View > Outline	View > Document Views > Outline	Alt-Ctrl-O
View > Task Pane	The overall task pane is gone in Word 2007, but some dialog box launchers display task panes.	<i>In Word 2003:</i> Ctrl-F1 <i>In Word 2007:</i> not available
View > Toolbars	Word 2007 no longer has toolbars.	<i>In Word 2003:</i> Alt-V, T <i>In Word 2007:</i> not available
View > Ruler	View > Show/Hide > Ruler <i>or</i> Office Button > Print > Print Preview > Preview > Show/Hide Ruler	Alt-V, L
View > Thumbnails	View > Show/Hide > Thumbnails	Alt-V, B
View > Header and Footer	Insert > Header & Footer	Alt-V, H
View > Footnotes	References > Footnotes > Show Notes	Alt-V, F
View > Markup	Review > Tracking > Show Markup	Alt-V, A
View > Full Screen	View > Document Views > Full Screen Reading	Alt-V, U
View > Zoom	Status Bar > Zoom Slider <i>or</i> View > Zoom	Alt-V, Z

Finally, I recently provided a faculty colleague of mine some Excel gradebook templates that I got from Microsoft Online several years ago. I wanted to pass them along to all faculty. They are attached to this e-mail. I've been using these gradebooks for as long as I have been at Columbia State, and I personally enjoy them. They are a time saver, for sure.

If you have any questions about the gradebooks, the short-keys, or any technology concern, please do not hesitate to contact me or any of the knowledgeable Faculty Technology Mentors.

Thank you!

Respectfully submitted,

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"We shall not cease from exploration, and the end of all our exploring will be to arrive where we started and know the place for the first time." -T.S. Eliot