



# Cheat Sheets

**Outlook Desktop Cheat Sheet**

Command	Keyboard Shortcut
File	Alt + F
Home	Alt + H
Send/Receive	Alt + R
Tools	Alt + T
Window	Alt + W
Help	Alt + H

**Windows 11 Cheat Sheet**

Command	Keyboard Shortcut
File Explorer	Win + E
Task View	Win + Tab
Search	Win + S
Settings	Win + I
Task Manager	Ctrl + Shift + Esc
Power Settings	Win + X, then P

**Teams Cheat Sheet**

Command	Keyboard Shortcut
File	Alt + F
Home	Alt + H
Send/Receive	Alt + R
Tools	Alt + T
Window	Alt + W
Help	Alt + H

**Outlook Cheat Sheet**

Command	Keyboard Shortcut
File	Alt + F
Home	Alt + H
Send/Receive	Alt + R
Tools	Alt + T
Window	Alt + W
Help	Alt + H

**Windows 10 Cheat Sheet**

Command	Keyboard Shortcut
File Explorer	Win + E
Task View	Win + Tab
Search	Win + S
Settings	Win + I
Task Manager	Ctrl + Shift + Esc
Power Settings	Win + X, then P

**Excel Cheat Sheet**

Command	Keyboard Shortcut
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Send/Receive	Alt + R
Tools	Alt + T
Window	Alt + W
Help	Alt + H

**Word Cheat Sheet**

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Send/Receive	Alt + R
Tools	Alt + T
Window	Alt + W
Help	Alt + H

**PowerPoint Cheat Sheet**

Command	Keyboard Shortcut
File	Alt + F
Home	Alt + H
Send/Receive	Alt + R
Tools	Alt + T
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Help	Alt + H

# 2007 Microsoft Office Suite Cheat Sheet

**Ron Gilster**



## **2007 Microsoft Office Suite Cheat Sheet:**

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