

Office Cheatsheets

Cheat sheets are quick reference guides, giving you keyboard shortcuts to complete MS Office actions and functions easily and efficiently as well as small how-to sections for crucial features.

[Office Cheat sheets](#) are available from Microsoft for both Windows and Mac OS.

What are keyboard shortcuts?

Shortcuts use a combination of keys to perform an action or function.

For example: to save a document in Windows, hold down the *Control* key and *S*.

What are the benefits of using shortcuts?

Shortcuts cut down the time it takes to complete a function or action. They can speed up processes from data entry to formatting a presentation.

Keyboard shortcuts can be faster than using the mouse. As you gradually replace the the mouse with keyboard shortcuts, you can save time on the regular actions. If you add up these little time-savings, they can make a big difference to your efficiency at work.

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