



Microsoft Office 2010 Using Function Keys

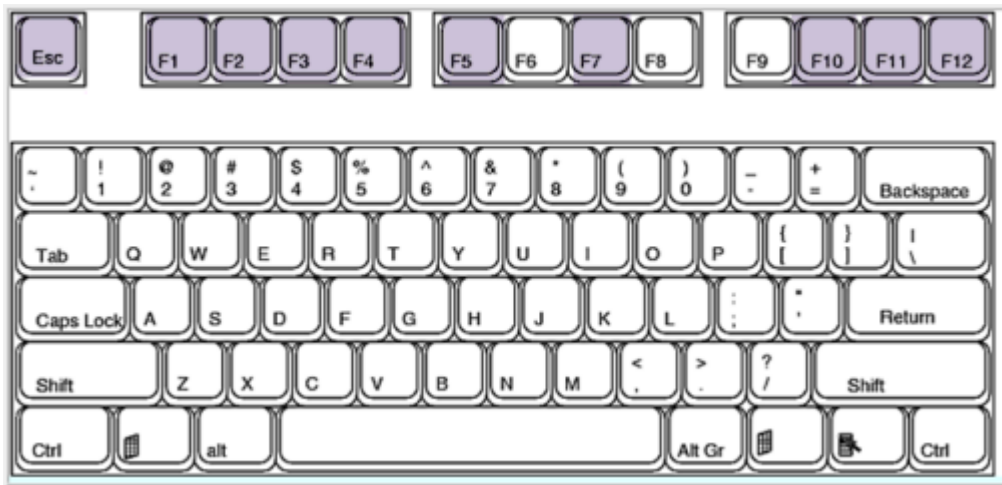


Ever wonder what the function keys on your keyboard are for? If so, check out the information below and learn how to get the most out of the function keys!

Instructions

Actions

Part 1 – Keyboard Function Keys



Used to back out . When you find yourself in a place where you don't want to be, try the Esc key.

In **PowerPoint** this key will stop a running slide show.

The keyboard combination **Ctrl + Esc** will open the **Start** menu.



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While working in an application, depressing this key will bring up the application's **Help** menu. If there is no open application, **F1** will open Windows Help.



Ctrl + F2 to open the **File Back Stage View** in Microsoft Office Suite.



Shift + F3 in **Excel** will open up the functions dialog box.

Shift + F3 in **Word** will change the letter and/or word case. Continue to press **F3** (with the Shift key depressed) to toggle through all choices.



Repeat an action. For example, if your last action was to format a word as **Bold**, you can repeat the procedure by highlighting another word and depressing **F4**. This continues to work until your next action.

Alt + F4 closes the current active window.



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Refresh a browser window; *Internet Explorer* refreshes immediately, *Google Chrome*, *Firefox*, and *Safari* all ask for confirmation before refreshing.

Refresh the contents of a dialog box, such as the **Save As** or **Open** dialog boxes, or in a window, such as a **Windows Explorer** window.

Launch the **Find and Replace** dialog box in **Microsoft Word**.

Launch a **Slide Show** in **Microsoft PowerPoint**.

Launch to **Go To** box in **Microsoft Excel**.

Ctrl + Shift + F5 to insert a bookmark in **Microsoft Word**.



Launch **Spell and Grammar Check** in **Microsoft Word**.

Shift + F7 will launch the **Thesaurus** in **Microsoft Word** and **Excel**.



Activates **Menu Bar** options in the **Microsoft Office Suite**. Select the letter of the menu bar options to navigate to the desired menu command option.

Activates **Menu Bar** options in **Internet Explorer**. Use right and left arrows to select menus and down arrows to display pull down menus. This is especially useful on the newer versions of Internet Explorer because the menu bar is not displayed by default.

Shift + F10 - Depressing this key combination will display the selected item's **Shortcut Window**. This is the menu that is displayed by right-clicking.



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In **Internet Explorer**, this key will allow you to **toggle back and forth** between full screen view (all toolbars compressed into one thin line) and normal view.

In **Excel** this key will make a **chart** using data that you have highlighted.

Shift + F11 in **Excel** this keyboard combination will **add worksheets** to the workbook. Each time you tap **F11** a new worksheet is added.



Open **Save as** dialog box in the **Microsoft Office Suite**.

Ctrl + Shift + F12 to **Print** option on the **File Back Stage View**.

Learn More!

This tip and many more are featured in Chubb Agency Technology Training University's **PowerPoint Basics** class. To view the next class offering, please visit www.chubbeducation.com → click on Webcasts → Agency Technology Training University



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