

Work Faster and Smarter: Eight keyboard shortcuts

Whether it's a speedy way to create a bar chart or a trick for switching from one window to the next, keyboard shortcuts can help even power users knock out work faster. Here are a few favorites:



- 1. Create a simple bar chart within a set of data** in Excel by pressing F11 in any cell.
- 2. Switch from one window to the next** with Alt-Tab.
- 3. Use F4 to repeat your last action.** It's definitely a time-saver in Microsoft Word. Say you're changing the font in certain areas of a document. Once you change the first section, you can highlight the next section and simply use your F4 command to copy the changes.
- 4. Move to another page quickly** with the F5 key, which brings up the Go To box.
- 5. Take advantage of the shortcut power of macros.** Example: You like only one space after the end of a sentence, but many documents come to you with two spaces. Create a macro to take care of that.
- 6. Control the appearance of text.** Examples: Ctrl + Shift + > to decrease font size one point at a time, and Ctrl + Shift + < to increase font size one point at a time.
- 7. Make up your own shortcuts** with ShortKeys Lite. (Other similar software: AutoHotkey and Keyboard Express.) Say you have to enter the same paragraph or contract section in many documents. By assigning a shortcut key to them, you can quickly move from one document to another.
- 8. Lock your keyboard** with Windows Key + L; minimize your screen with Windows Key + M.