Using Context Menus, the Mini Toolbars, and Keyboard Shortcuts

Most of the commands you use for formatting and editing your files display in groups on the tabs. But many of these features are also available using context menus, mini toolbars, and keyboard shortcuts. You can use these tools to quickly apply formatting or other options to text or objects.

Context Menu

A context menu displays when you right-click text, a cell, or an object such as a picture, drawing object, chart, or SmartArt (Figure Intro-82). The context menu is a vertical list of options, and the options are context-sensitive, which means they vary depending on what you right-click.

Context menus include options that perform an action (Cut or Copy), open a dialog box or task pane (Format Cells or Hyperlink), or display a drop-down list of selections (Filter or Sort).

Mini Toolbar

The mini toolbar is another context menu that displays when you right-click or select text, a cell, or an object in your file (see Figure Intro-82). The mini toolbar is a horizontal rectangular menu that lists a variety of formatting options. These options vary depending on what you select or right-click. The mini toolbar contains a variety of buttons and drop-down lists. The mini toolbar typically displays above the context menu. The mini toolbar automatically displays when you select text or an object, such as when you select a row of a table in Word or PowerPoint.

Keyboard Shortcuts

You can also use a keyboard shortcut to quickly apply formatting or perform commands. A keyboard shortcut is a combination of keyboard keys that you press at the same time. These can include the Ctrl, Shift, Alt, letter, number, and function keys (for example F1 or F7). The following table lists common Office keyboard shortcuts.
## Common Office Keyboard Shortcuts

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<th>Action or Displays</th>
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<td>Ctrl+Z</td>
<td>Undo</td>
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<td>F12</td>
<td>Save As dialog box</td>
<td>Ctrl+Y</td>
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<td>Open area on the Backstage view</td>
<td>Ctrl+I</td>
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<tr>
<td>Ctrl+I</td>
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<td>Move to the beginning</td>
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<tr>
<td>Ctrl+U</td>
<td>Underline</td>
<td>Ctrl+End</td>
<td>Move to the end</td>
</tr>
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</table>

## MORE INFO

See Appendix A for additional Office 2016 keyboard shortcuts.

## Function Keys on a Laptop

When using a laptop computer, function keys perform specific Windows actions on your laptop, such as increase or decrease speaker volume, open Windows Settings, or adjust the screen brightness. So when using a numbered function key, such as F12 as a shortcut to open the Save As dialog box in an Office application, you may need to press the function key (Fn or Fn) on your keyboard in conjunction with a numbered function key to activate the command (Figure Intro-83). The function key is typically located near the bottom left of your laptop keyboard next to the Ctrl key.

## PAUSE & PRACTICE: INTRO-2

For this project, you work with a document for the American River Cycling Club. You modify the existing document, add document properties, customize the Quick Access toolbar, export the document as a PDF file, and share the document.

File Needed: ARCCCTraining-Intro.docx (Student data files are available in the Library of your SIMnet account)