



My e-Learning Hub

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MS SHAREPOINT SHORTCUTS

Keyboard Shortcuts

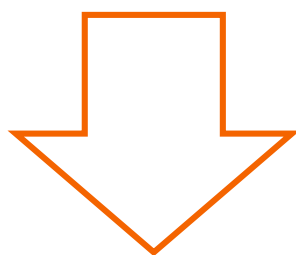


[Microsoft SharePoint](#) is one of the old software introduced in Microsoft. Hence, the number of people haven't come across this software. This topic basically helps you to know all the shortcuts of Microsoft SharePoint.

[Microsoft PowerPoint Shortcut keys](#) will help you to complete the Agenda in a faster and convenient way.

SharePoint 2016 is a part of the Microsoft Office 365 Suite, known as SharePoint Online.

SharePoint will help to achieve the Microsoft focus on virtual reality and artificial intelligence.





GENERAL SHORTCUTS

Turn more accessible mode on/off

Tab

Expand menu

Shift

Enter

Move to different options

Alt



Apply/Remove Bold formatting

Ctrl

B

Apply/Remove Italic formatting

Ctrl

I

Apply/Remove Underline

Ctrl

U

Remove a paragraph indent from the left

Ctrl

Shift

M

Indent a paragraph from the left

Ctrl

M

Delete the selection

Backspace

Switch between Inserting

Insert

Delete all the word in front of the cursor

Ctrl

Backspace

Insert a new line

Shift

Enter



GENERAL SHORTCUTS

Create a document

Alt N

Upload a document

Alt U

Create a folder

Alt N Tab

Activate the action menu

Alt C

Activate the respond to this survey button

Alt N

Activate the show a graphical summary

Alt R

Select the save and close button

Alt S

Activate the show all responses link

Alt U

Activate settings menu

Alt I

Activate the next page button

Alt N



[Microsoft SharePoint](#) has once used document management tools, content management systems or to set up the business. However, with the growing advanced technologies, the two things that are quite compatible are the CRM and Resource planning tools.

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