

WORK SMART. SAVE HOURS.

Ctrl Cmd

Microsoft Office 365 Shortcuts

For Maritime Shore & Shipboard Professionals

50+ SHORTCUTS · 7 APPS · OFFICE 365 PRODUCTIVITY

Practical shortcuts for Word, Excel, Outlook, Teams & Windows



Word · Excel · PowerPoint · Outlook · Teams · Windows · Browser

2–3 hrs

saved per week

100+ hrs

saved per year

50+

shortcuts covered

7

apps covered

→ DID YOU KNOW?

Using shortcuts saves 2–3 hours per week — that's 100+ hours/year freed for MEO prep, study & career growth.

Used across daily reporting, documentation, port calls, meetings & communication workflows

Nixon Antony

Second Engineer, Maersk A/S · Founder & Editor, Marine Intelligence Weekly



MICROSOFT WORD

Formatting · Navigation · Review

Ctrl + B Bold

Ctrl + I Italic

Ctrl + U Underline

Ctrl + Space Clear Formatting

Ctrl + F Find

Ctrl + H Find & Replace

Ctrl + G Go To Page

Ctrl + Z Undo

Ctrl + Y Redo

F7 Spelling & Grammar

Shift + F3 Toggle Case

Ctrl + Alt + M Insert Comment

Ctrl + S Save

■ **Tip:** Ctrl+H batch-replaces vessel names/voyage numbers across entire defect reports.



MICROSOFT EXCEL

Data · Formatting · Navigation · Calculations

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Ctrl + **1** Format Cells

Ctrl + **Shift** + **\$** Currency Format

Ctrl + **Shift** + **%** Percentage Format

Ctrl + **Shift** + **#** Date Format

Alt + **=** AutoSum

Ctrl + **Shift** + **L** Toggle Filter

Ctrl + **T** Create Table

F2 Edit Cell

Ctrl + **D** Fill Down

Ctrl + **Arrow** Jump to Edge

Ctrl + **Home** Go to A1

Ctrl + **End** Last Used Cell

F11 Create Chart

■ **Tip:** Alt+= totals fuel columns instantly. Ctrl+T auto-extends bunkering logs as rows grow.



POWERPOINT

Present · Edit · Control

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F5	Start Slide Show
Shift + F5	From Current Slide
Esc	End Slide Show
B	Black Screen
W	White Screen
-> / <-	Next / Prev Slide
Ctrl + P	Pen Mode
Ctrl + M	New Slide

Ctrl + D	Duplicate Slide
Ctrl + G	Group Objects
Ctrl + Shift + G	Ungroup
Ctrl + Shift + >	Increase Font
Ctrl + K	Insert Hyperlink

■ **Tip:** Press B to black out during briefings. Refocus the room on you, not the slide.



OUTLOOK

Email · Calendar · Tasks · Organisation

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Ctrl + **N** New Email

Ctrl + **Enter** Send Email

Ctrl + **R** Reply

Ctrl + **Shift** + **R** Reply All

Ctrl + **F** Forward

Ctrl + **U** Mark Unread

Del Delete Email

Ctrl + **Shift** + **I** Focused Inbox

Ctrl + **Shift** + **V** Move to Folder

Ctrl + **J** Flag / Follow Up

Ctrl + **E** Search Mailbox

Ctrl + **2** Open Calendar

Ctrl + **Shift** + **A** New Appointment

Ctrl + **Shift** + **Q** New Meeting

Shift + **Enter** Open in New Window

■ **Tip:** Ctrl+Shift+V moves emails to folders instantly. Keeps inbox clean during port calls.



MICROSOFT TEAMS

Calls · Meetings · Messaging

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Ctrl + Shift + M Mute / Unmute

Ctrl + Shift + O Camera On/Off

Ctrl + Shift + E Share Screen

Ctrl + Shift + H Raise Hand

Ctrl + Shift + K Decline Call

Ctrl + Enter Send Message

Ctrl + E Search

Ctrl + N New Chat

Alt + Up/Dn Move Between Chats

■ Tip: On satellite: camera off (Ctrl+Shift+O) + mute (Ctrl+Shift+M) before joining saves bandwidth.



WINDOWS OS

Window Management · Tools · Clipboard

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Alt + Tab

Switch Apps

Win + D

Show Desktop

Win + <->

Snap Window

Win + Up

Maximise

Win + L

Lock Computer

Win + E

File Explorer

Win + Shift + S

Screenshot Snip

Win + V

Clipboard History

Win + .

Emoji Picker

Win + Tab

Task View

Ctrl + Shift + Esc

Task Manager

Win + R

Run Dialog

■ Tip: Win+V = clipboard history. Copy vessel/IMO/voyage once — paste in sequence.



BROWSER

Chrome & Edge · Tabs · Navigation · Page

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Ctrl + T

New Tab

Ctrl + W

Close Tab

Ctrl + Shift + T

Reopen Closed Tab

Ctrl + Tab

Cycle Tabs

Ctrl + L

Address Bar

Ctrl + F

Find on Page

F5

Refresh

Ctrl + D

Bookmark Page

Ctrl + 1-8

Jump to Tab

Ctrl + Shift + N

Incognito Window

Ctrl + +

Zoom In

Ctrl + P

Print / Save PDF

Alt + Left

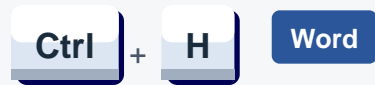
Go Back

■ Tip: Ctrl+Shift+T reopens the last closed tab — safety net for port reports mid-entry.

TOP 10 POWER COMBOS

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1



Find & Replace — batch-update vessel/voyage data instantly

2



AutoSum — total consumption columns in one keystroke

3



Screenshot Snip — capture chart or manual extracts

4



Send — no more mouse-hunting for Send button

5



Reopen closed tab — safety net for web port reports

6



Clipboard History — paste vessel/IMO/voyage in sequence

7



Mute toggle — essential on satellite connections

8



Create Table — auto-extending structure for growing logs

9



Black screen — refocus room during safety briefings

10



Move to Folder — inbox zero during port calls

What These Shortcuts Actually Save You

2-3 hrs

Saved per week

Shortcut users vs. mouse-only users

100+ hrs

Saved per year

Compounding across daily doc workflows

20%

Less friction

In typical maritime documentation tasks

1 career

More bandwidth

For MEO prep, study & professional development

UNIVERSAL SHORTCUTS

All Apps



Undo

fi

All Apps



Redo

All Apps



Save

All Apps



Copy

All Apps



Paste

All Apps



Cut

All Apps



Select All

All Apps



Print

All Apps



Close Window

All Apps



Close App

All Apps



Find

All Apps



Hyperlink

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