

## **BASIC SHORTCUT KEYS**

**Alt + F** File menu options in current program

**Alt + E** Edit options in current program

**F1** Universal help (for all programs)

**Ctrl + A** Select all text

**Ctrl + X** Cut selected item

**Shift + Del** Cut selected item

**Ctrl + C** Copy selected item

**Ctrl + Ins** Copy selected item

**Ctrl + V** Paste

**Shift + Ins** Paste

**Home** Go to beginning of current line

**Ctrl + Home** Go to beginning of document

**End** Go to end of current line

**Ctrl + End** Go to end of document

**Shift + Home** Highlight from current position to beginning of line

**Shift + End** Highlight from current position to end of line

**Ctrl + f** Move one word to the left at a time

**Ctrl + g** Move one word to the right at a time

## **WINKEY SHORTCUTS**

**WINKEY + D** Bring desktop to the top of other windows

**WINKEY + M** Minimize all windows

**WINKEY + SHIFT + M** Undo the minimize done by WINKEY + M and WINKEY + D

**WINKEY + E** Open Microsoft Explorer

**WINKEY + Tab** Cycle through open programs on taskbar

**WINKEY + F** Display the Windows® Search/Find feature

**WINKEY + CTRL + F** Display the search for computers window

**WINKEY + F1** Display the Microsoft® Windows® help

**WINKEY + R** Open the run window

**WINKEY + Pause /Break** Open the system properties window

**WINKEY + U** Open utility manager

**WINKEY + L** Lock the computer (Windows XP® & later)

## **MICROSOFT® WINDOWS® SHORTCUT KEYS**

**Alt + Tab** Switch between open applications

**Alt + Shift + Tab** Switch backwards between open applications

**Alt + Print Screen** Create screen shot for current program

**Ctrl + Alt + Del** Reboot/Windows® task manager

**Ctrl + Esc** Bring up start menu

**Alt + Esc** Switch between applications on taskbar

**F2** Rename selected icon

**F3** Start find from desktop

**F4** Open the drive selection when browsing

**F5** Refresh contents

## **WORD SHORTCUT KEYS**

**Ctrl + A** Select all contents of the page

**Ctrl + B** Bold highlighted selection

**Ctrl + C** Copy selected text

**Ctrl + X** Cut selected text

**Ctrl + N** Open new/blank document

**Ctrl + O** Open options

**Ctrl + P** Open the print window

**Ctrl + F** Open find box

**Ctrl + I** Italicize highlighted selection

**Ctrl + K** Insert link

**Ctrl + U** Underline highlighted selection

**Ctrl + V** Paste

**Ctrl + Y** Redo the last action performed

**Ctrl + Z** Undo last action

**Ctrl + G** Find and replace options

**Ctrl + H** Find and replace options

**Ctrl + J** Justify paragraph alignment

**Ctrl + L** Align selected text or line to the left

**Ctrl + Q** Align selected paragraph to the left

**Ctrl + E** Align selected text or line to the center

**Ctrl + R** Align selected text or line to the right

**Ctrl + M** Indent the paragraph

**Ctrl + T** Hanging indent

**Ctrl + D** Font options

**Ctrl + Shift + F** Change the font

**Ctrl + Shift + >** Increase selected font +1

**Ctrl + ]** Increase selected font +1

**Ctrl + Shift + <** Decrease selected font -1

**Ctrl + [** Decrease selected font -1

**Ctrl + Shift + \*** View or hide non printing characters

**Ctrl + f** Move one word to the left

**Ctrl + g** Move one word to the right

**Ctrl + h** Move to beginning of the line or paragraph

**Ctrl + i** Move to the end of the paragraph

**Ctrl + Del** Delete word to right of cursor

**Ctrl + Backspace** Delete word to left of cursor

**Ctrl + End** Move cursor to end of document

**Ctrl + Home** Move cursor to beginning of document

**Ctrl + Space** Reset highlighted text to default font

**Ctrl + 1** Single-space lines

**Ctrl + 2** Double-space lines

**Ctrl + 5** 1.5-line spacing

**Ctrl + Alt + 1** Change text to heading 1

**Ctrl + Alt + 2** Change text to heading 2

**Ctrl + Alt + 3** Change text to heading 3

## **EXCEL SHORTCUT KEYS**

**F2** Edit the selected cell

**F5** Go to a specific cell

**F7** Spell check selected text and/or document

**F11** Create chart

**Ctrl + Shift + ;** Enter the current time

**Ctrl + ;** Enter the current date

**Alt + Shift + F1** Insert new worksheet

**Shift + F3** Open the Excel® formula window

**Shift + F5** Bring up search box

**Ctrl + A** Select all contents of worksheet

**Ctrl + B** Bold highlighted selection

**Ctrl + I** Italicize highlighted selection

**Ctrl + C** Copy selected text

**Ctrl + V** Paste

**Ctrl + D** Fill

**Ctrl + K** Insert link

**Ctrl + F** Open find and replace options

**Ctrl + G** Open go-to options

**Ctrl + H** Open find and replace options

**Ctrl + U** Underline highlighted selection

**Ctrl + Y** Underline selected text

**Ctrl + 5** Strikethrough highlighted selection

**Ctrl + O** Open options

**Ctrl + N** Open new document

**Ctrl + P** Open print dialog box

**Ctrl + S** Save

**Ctrl + Z** Undo last action

**Ctrl + F9** Minimize current window

**Ctrl + F10** Maximize currently selected window

**Ctrl + F6** Switch between open workbooks/windows

**Ctrl + Page up & Page Down** Move between Excel® worksheets in the same document

**Ctrl + Tab** Move between two or more open Excel® files

**Alt + =** Create formula to sum all of above cells

**Ctrl + `** Insert value of above cell into current cell

**Ctrl + Shift + !** Format number in comma format

**Ctrl + Shift + \$** Format number in currency format

**Ctrl + Shift + #** Format number in date format

**Ctrl + Shift + %** Format number in percentage format

**Ctrl + Shift + ^** Format number in scientific format

**Ctrl + Shift + @** Format number in time format

**Ctrl + g** Move to next section of text

**Ctrl + Space** Select entire column

**Shift + Space** Select entire row

**Ctrl + W** Close document

**Alt + F4** Close current open program  
**Ctrl + F4** Close window in program  
**Ctrl + Plus Key** Automatically adjust widths of all columns in Windows Explorer  
**Alt + Enter** Open properties window of selected icon or program  
**Shift + F10** Simulate right-click on selected item  
**Shift + Del** Delete programs/files permanently  
**Holding Shift During Bootup** Boot safe mode or bypass system files  
**Holding Shift During Bootup** When putting in an audio CD, will prevent CD Player from playing

**F1** Open help  
**Shift + F3** Change case of selected text  
**Shift + Insert** Paste  
**F4** Repeat last action performed (Word 2000+)  
**F7** Spell check selected text and/or document  
**Shift + F7** Activate the thesaurus  
**F12** Save as  
**Ctrl + S** Save  
**Shift + F12** Save  
**Alt + Shift + D** Insert the current date  
**Alt + Shift + T** Insert the current time  
**Ctrl + W** Close document

### **OUTLOOK SHORTCUT KEYS**

**Alt + S** Send the email  
**Ctrl + C** Copy selected text  
**Ctrl + X** Cut selected text  
**Ctrl + P** Open print dialog box  
**Ctrl + K** Complete name/email typed in address bar  
**Ctrl + B** Bold highlighted selection  
**Ctrl + I** Italicize highlighted selection  
**Ctrl + U** Underline highlighted selection  
**Ctrl + R** Reply to an email  
**Ctrl + F** Forward an email  
**Ctrl + N** Create a new email  
**Ctrl + Shift + A** Create a new appointment to your calendar  
**Ctrl + Shift + O** Open the outbox  
**Ctrl + Shift + I** Open the inbox  
**Ctrl + Shift + K** Add a new task  
**Ctrl + Shift + C** Create a new contact  
**Ctrl + Shift+ J** Create a new journal entry