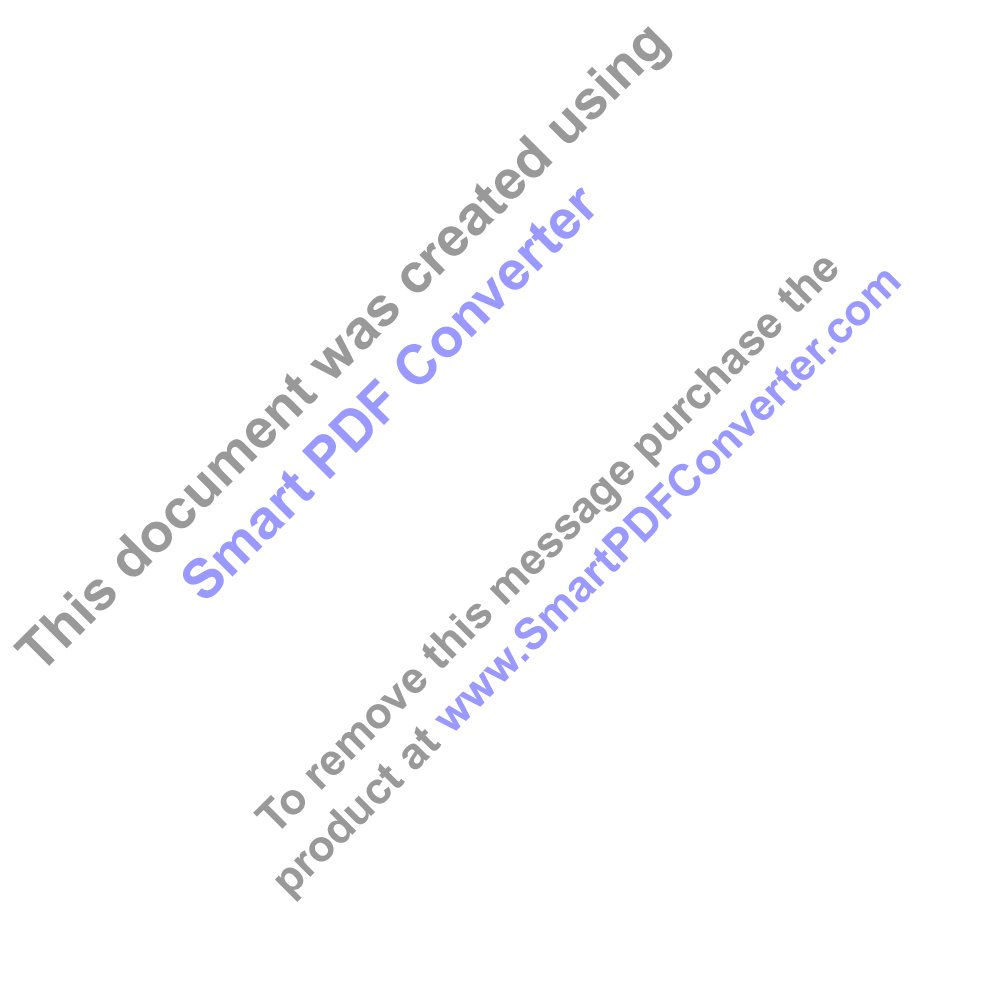
**WORD SHORTCUT KEYS**

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**Alt + Tab**

**Alt +**

**Shift + Tab**

**Alt + Print**

**Screen**

**F3**

**F4**

**F5**

**Alt + F4**

**Ctrl + F4**

**Ctrl + Plus**

**Key**

**Alt + Enter**

**Shift + F10**

**Shift + Del**

**Holding Shift**

**During Bootup**

**Holding Shift**

**During Bootup**

**WINKEY + D**

**WINKEY + M**

**WINKEY +**

**SHIFT + M**

**WINKEY + E**

**WINKEY + Tab**

**WINKEY + F**

**WINKEY +**

**CTRL + F**

**WINKEY + F1**

**WINKEY + R**

**WINKEY +**

**Pause /Break**

**WINKEY + U**

**WINKEY + L**

Bring desktop to the top of other windows

Minimize all windows

Undo the minimize done by WINKEY + M

and WINKEY + D

Open Microsoft Explorer

Cycle through open programs on taskbar

Display the Windows Search/Find feature

Display the search for computers window

Display the Microsoft Windows help

Open the run window

Open the system properties window

Open utility manager

Lock the computer (Windows XP & later)

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Switch between open applications

Switch backwards between open

applications

Create screen shot for current program

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

**Ctrl + Esc** Bring up start menu

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

**F2** Rename selected icon

Start find from desktop

Open the drive selection when browsing

Refresh contents

Close current open program

Close window in program

Automatically adjust widths of all columns

in Windows Explorer

Open properties window of selected icon

or program

Simulate right-click on selected item

Delete programs/files permanently

Boot safe mode or bypass system files

When putting in an audio CD, will prevent

CD Player from playing

**WINKEY SHORTCUTS**

**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 +** Move one word to the left

**Ctrl +** Move one word to the right

**Ctrl +** Move to beginning of the line or paragraph

**Ctrl +** 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

**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

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**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** Move between Excel worksheets in the

**& Page Down** 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 +** Move to next section of text

**Ctrl + Space** Select entire column

**Shift + Space** Select entire row

**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

**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 +**Move one word to the left at a time

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

**MICROSOFT WINDOWS SHORTCUT KEYS**

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