

### BASIC SHORTCUT KEYS

<b>Alt + F</b>	File menu options in current program
<b>Alt + E</b>	Edit options in current program
<b>F1</b>	Universal help (for all programs)
<b>Ctrl + A</b>	Select all text
<b>Ctrl + X</b>	Cut selected item
<b>Shift + Del</b>	Cut selected item
<b>Ctrl + C</b>	Copy selected item
<b>Ctrl + Ins</b>	Copy selected item
<b>Ctrl + V</b>	Paste
<b>Shift + Ins</b>	Paste
<b>Home</b>	Go to beginning of current line
<b>Ctrl + Home</b>	Go to beginning of document
<b>End</b>	Go to end of current line
<b>Ctrl + End</b>	Go to end of document
<b>Shift + Home</b>	Highlight from current position to beginning of line
<b>Shift + End</b>	Highlight from current position to end of line
<b>Ctrl + ←</b>	Move one word to the left at a time
<b>Ctrl + →</b>	Move one word to the right at a time

### MICROSOFT® WINDOWS® SHORTCUT KEYS

<b>Alt + Tab</b>	Switch between open applications
<b>Alt + Shift + Tab</b>	Switch backwards between open applications
<b>Alt + Print Screen</b>	Create screen shot for current program
<b>Ctrl + Alt + Del</b>	Reboot/Windows® task manager
<b>Ctrl + Esc</b>	Bring up start menu
<b>Alt + Esc</b>	Switch between applications on taskbar
<b>F2</b>	Rename selected icon
<b>F3</b>	Start find from desktop
<b>F4</b>	Open the drive selection when browsing
<b>F5</b>	Refresh contents
<b>Alt + F4</b>	Close current open program
<b>Ctrl + F4</b>	Close window in program
<b>Ctrl + Plus Key</b>	Automatically adjust widths of all columns in Windows Explorer
<b>Alt + Enter</b>	Open properties window of selected icon or program
<b>Shift + F10</b>	Simulate right-click on selected item
<b>Shift + Del</b>	Delete programs/files permanently
<b>Holding Shift During Bootup</b>	Boot safe mode or bypass system files
<b>Holding Shift During Bootup</b>	When putting in an audio CD, will prevent CD Player from playing

### WINKEY SHORTCUTS

<b>WINKEY + D</b>	Bring desktop to the top of other windows
<b>WINKEY + M</b>	Minimize all windows
<b>WINKEY + SHIFT + M</b>	Undo the minimize done by WINKEY + M and WINKEY + D
<b>WINKEY + E</b>	Open Microsoft Explorer
<b>WINKEY + Tab</b>	Cycle through open programs on taskbar
<b>WINKEY + F</b>	Display the Windows® Search/Find feature
<b>WINKEY + CTRL + F</b>	Display the search for computers window
<b>WINKEY + F1</b>	Display the Microsoft® Windows® help
<b>WINKEY + R</b>	Open the run window
<b>WINKEY + Pause /Break</b>	Open the system properties window
<b>WINKEY + U</b>	Open utility manager
<b>WINKEY + L</b>	Lock the computer (Windows XP® & later)

### WORD® SHORTCUT KEYS

<b>Ctrl + A</b>	Select all contents of the page
<b>Ctrl + B</b>	Bold highlighted selection
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + N</b>	Open new/blank document
<b>Ctrl + O</b>	Open options
<b>Ctrl + P</b>	Open the print window
<b>Ctrl + F</b>	Open find box
<b>Ctrl + I</b>	Italicize highlighted selection
<b>Ctrl + K</b>	Insert link
<b>Ctrl + U</b>	Underline highlighted selection
<b>Ctrl + V</b>	Paste
<b>Ctrl + Y</b>	Redo the last action performed
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + G</b>	Find and replace options
<b>Ctrl + H</b>	Find and replace options
<b>Ctrl + J</b>	Justify paragraph alignment
<b>Ctrl + L</b>	Align selected text or line to the left
<b>Ctrl + Q</b>	Align selected paragraph to the left
<b>Ctrl + E</b>	Align selected text or line to the center
<b>Ctrl + R</b>	Align selected text or line to the right
<b>Ctrl + M</b>	Indent the paragraph
<b>Ctrl + T</b>	Hanging indent
<b>Ctrl + D</b>	Font options
<b>Ctrl + Shift + F</b>	Change the font
<b>Ctrl + Shift + &gt;</b>	Increase selected font +1
<b>Ctrl + ]</b>	Increase selected font +1
<b>Ctrl + Shift + &lt;</b>	Decrease selected font -1
<b>Ctrl + [</b>	Decrease selected font -1
<b>Ctrl + Shift + *</b>	View or hide non printing characters
<b>Ctrl + ←</b>	Move one word to the left
<b>Ctrl + →</b>	Move one word to the right
<b>Ctrl + ↑</b>	Move to beginning of the line or paragraph
<b>Ctrl + ↓</b>	Move to the end of the paragraph
<b>Ctrl + Del</b>	Delete word to right of cursor
<b>Ctrl + Backspace</b>	Delete word to left of cursor
<b>Ctrl + End</b>	Move cursor to end of document
<b>Ctrl + Home</b>	Move cursor to beginning of document
<b>Ctrl + Space</b>	Reset highlighted text to default font
<b>Ctrl + 1</b>	Single-space lines
<b>Ctrl + 2</b>	Double-space lines
<b>Ctrl + 5</b>	1.5-line spacing
<b>Ctrl + Alt + 1</b>	Change text to heading 1
<b>Ctrl + Alt + 2</b>	Change text to heading 2
<b>Ctrl + Alt + 3</b>	Change text to heading 3
<b>F1</b>	Open help
<b>Shift + F3</b>	Change case of selected text
<b>Shift + Insert</b>	Paste
<b>F4</b>	Repeat last action performed (Word 2000+)
<b>F7</b>	Spell check selected text and/or document
<b>Shift + F7</b>	Activate the thesaurus
<b>F12</b>	Save as
<b>Ctrl + S</b>	Save
<b>Shift + F12</b>	Save
<b>Alt + Shift + D</b>	Insert the current date
<b>Alt + Shift + T</b>	Insert the current time
<b>Ctrl + W</b>	Close document

### EXCEL® SHORTCUT KEYS

<b>F2</b>	Edit the selected cell
<b>F5</b>	Go to a specific cell
<b>F7</b>	Spell check selected text and/or document
<b>F11</b>	Create chart
<b>Ctrl + Shift + ;</b>	Enter the current time
<b>Ctrl + ;</b>	Enter the current date
<b>Alt + Shift + F1</b>	Insert new worksheet
<b>Shift + F3</b>	Open the Excel® formula window
<b>Shift + F5</b>	Bring up search box
<b>Ctrl + A</b>	Select all contents of worksheet
<b>Ctrl + B</b>	Bold highlighted selection
<b>Ctrl + I</b>	Italicize highlighted selection
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + V</b>	Paste
<b>Ctrl + D</b>	Fill
<b>Ctrl + K</b>	Insert link
<b>Ctrl + F</b>	Open find and replace options
<b>Ctrl + G</b>	Open go-to options
<b>Ctrl + H</b>	Open find and replace options
<b>Ctrl + U</b>	Underline highlighted selection
<b>Ctrl + Y</b>	Underline selected text
<b>Ctrl + 5</b>	Strikethrough highlighted selection
<b>Ctrl + O</b>	Open options
<b>Ctrl + N</b>	Open new document
<b>Ctrl + P</b>	Open print dialog box
<b>Ctrl + S</b>	Save
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + F9</b>	Minimize current window
<b>Ctrl + F10</b>	Maximize currently selected window
<b>Ctrl + F6</b>	Switch between open workbooks/windows
<b>Ctrl + Page up &amp; Page Down</b>	Move between Excel® worksheets in the same document
<b>Ctrl + Tab</b>	Move between two or more open Excel® files
<b>Alt + =</b>	Create formula to sum all of above cells
<b>Ctrl + '</b>	Insert value of above cell into current cell
<b>Ctrl + Shift + !</b>	Format number in comma format
<b>Ctrl + Shift + \$</b>	Format number in currency format
<b>Ctrl + Shift + #</b>	Format number in date format
<b>Ctrl + Shift + %</b>	Format number in percentage format
<b>Ctrl + Shift + ^</b>	Format number in scientific format
<b>Ctrl + Shift + @</b>	Format number in time format
<b>Ctrl + →</b>	Move to next section of text
<b>Ctrl + Space</b>	Select entire column
<b>Shift + Space</b>	Select entire row
<b>Ctrl + W</b>	Close document

### OUTLOOK® SHORTCUT KEYS

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

## SPECIAL CHARACTERS

<b>a</b> A	<b>b</b> B	<b>c</b> C	<b>d</b> D	<b>e</b> E	<b>f</b> F	<b>g</b> G	<b>h</b> H	<b>i</b> I	<b>j</b> J	<b>k</b> K	<b>l</b> L	<b>m</b> M	<b>n</b> N
<b>o</b> O	<b>p</b> P	<b>q</b> Q	<b>r</b> R	<b>s</b> S	<b>t</b> T	<b>u</b> U	<b>v</b> V	<b>w</b> W	<b>x</b> X	<b>y</b> Y	<b>z</b> Z	<b>A</b> Shift+A	<b>B</b> Shift+B
<b>C</b> Shift+C	<b>D</b> Shift+D	<b>E</b> Shift+E	<b>F</b> Shift+F	<b>G</b> Shift+G	<b>H</b> Shift+H	<b>I</b> Shift+I	<b>J</b> Shift+J	<b>K</b> Shift+K	<b>L</b> Shift+L	<b>M</b> Shift+M	<b>N</b> Shift+N	<b>O</b> Shift+O	<b>P</b> Shift+P
<b>Q</b> Shift+Q	<b>R</b> Shift+R	<b>S</b> Shift+S	<b>T</b> Shift+T	<b>U</b> Shift+U	<b>V</b> Shift+V	<b>W</b> Shift+W	<b>X</b> Shift+X	<b>Y</b> Shift+Y	<b>Z</b> Shift+Z	<b>1</b> 1	<b>2</b> 2	<b>3</b> 3	<b>4</b> 4
<b>5</b> 5	<b>6</b> 6	<b>7</b> 7	<b>8</b> 8	<b>9</b> 9	<b>0</b> 0	<b>!</b> Shift+1	<b>@</b> Shift+2	<b>#</b> Shift+3	<b>\$</b> Shift+4	<b>%</b> Shift+5	<b>^</b> Shift+6	<b>&amp;</b> Shift+7	<b>*</b> Shift+8
<b>(</b> Shift+9	<b>)</b> Shift+0	<b>,</b> ,	<b>.</b> .	<b>;</b> ;	<b>:</b> Shift+;	<b>-</b> -	<b>/</b> /	<b>?</b> Shift+/ Shift+?	<b>'</b> '	<b>“</b> Shift+' Shift+“	<b>¡</b> Alt+0161	<b>¿</b> Alt+0191	<b>—</b> Alt+0173
<b>+</b> Shift+=	<b>×</b> Alt+0215	<b>÷</b> Alt+0247	<b>=</b> =	<b>±</b> Alt+0177	<b>&lt;</b> Shift+,	<b>&gt;</b> Shift+.	<b>[</b> [	<b>]</b> ]	<b>{</b> Shift+[	<b>}</b> Shift+]	<b>'</b> Alt+0145	<b>'</b> Alt+0146	<b>“</b> Alt+0147
<b>”</b> Alt+0148	<b>◀</b> Alt+0139	<b>▶</b> Alt+0155	<b>«</b> Alt+0171	<b>»</b> Alt+0187	<b>,</b> Alt+0130	<b>”</b> Alt+0132	<b>—</b> Alt+0151	<b>~`</b> Shift+`	<b>\</b> \	<b> </b> Shift+\	<b>_</b> Shift+ -	<b>...</b> Alt+0133	<b>°</b> Alt+0176
<b>·</b> Alt+0183	<b>•</b> Alt+0149	<b>ä</b> Alt+0228	<b>â</b> Alt+0226	<b>á</b> Alt+0225	<b>à</b> Alt+0224	<b>ã</b> Alt+0227	<b>å</b> Alt+0229	<b>ë</b> Alt+0235	<b>ê</b> Alt+0234	<b>é</b> Alt+0233	<b>è</b> Alt+0232	<b>ï</b> Alt+0239	<b>î</b> Alt+0238
<b>í</b> Alt+0237	<b>ì</b> Alt+0236	<b>ö</b> Alt+0246	<b>ô</b> Alt+0244	<b>ó</b> Alt+0243	<b>ò</b> Alt+0242	<b>õ</b> Alt+0245	<b>ü</b> Alt+0252	<b>û</b> Alt+0251	<b>ú</b> Alt+0250	<b>ù</b> Alt+0249	<b>Ä</b> Alt+0196	<b>Â</b> Alt+0194	<b>Á</b> Alt+0193
<b>À</b> Alt+0192	<b>Ã</b> Alt+0195	<b>Å</b> Alt+0197	<b>Ë</b> Alt+0203	<b>Ê</b> Alt+0202	<b>É</b> Alt+0201	<b>È</b> Alt+0200	<b>Ï</b> Alt+0207	<b>Î</b> Alt+0206	<b>Í</b> Alt+0205	<b>Ì</b> Alt+0204	<b>Ö</b> Alt+0214	<b>Ô</b> Alt+0212	<b>Ó</b> Alt+0211
<b>Ò</b> Alt+0210	<b>Õ</b> Alt+0213	<b>Ü</b> Alt+0220	<b>Û</b> Alt+0219	<b>Ú</b> Alt+0218	<b>Ù</b> Alt+0217	<b>Ç</b> Alt+0231	<b>Ç</b> Alt+0199	<b>ñ</b> Alt+0241	<b>Ñ</b> Alt+0209	<b>ø</b> Alt+0248	<b>Ø</b> Alt+0216	<b>ß</b> Alt+0223	<b>æ</b> Alt+0230
<b>Æ</b> Alt+0198	<b>œ</b> Alt+0156	<b>Œ</b> Alt+0140	<b>ÿ</b> Alt+0255	<b>Ÿ</b> Alt+0159	<b>ª</b> Alt+0170	<b>º</b> Alt+0186	<b>™</b> Alt+0168	<b>^</b> Alt+0136	<b>'</b> Alt+0180	<b>`</b> Alt+0180	<b>~</b> Alt+0152	<b>-</b> Alt+0175	<b>ˆ</b> Alt+0184
<b>£</b> Alt+0163	<b>¥</b> Alt+0165	<b>f</b> Alt+0131	<b>¢</b> Alt+0162	<b>¤</b> Alt+0164	<b>©</b> Alt+0169	<b>®</b> Alt+0174	<b>™</b> Alt+0153	<b>‰</b> Alt+0137	<b>μ</b> Alt+0181	<b>§</b> Alt+0167	<b>†</b> Alt+0134	<b>‡</b> Alt+0135	<b>¶</b> Alt+0182