



# 10X fast commands

With Keyboard shortcuts



# Keyboard Shortcuts

## Windows 10

Keyboard shortcut	Action
Windows key	Open or close Start Menu.
Windows key + A	Open Action center.
Windows key + C	Open Cortana in listening mode.
Windows key + D	Display and hide the desktop.
Windows key + E	Open File Explorer.
Windows key + G	Open Game bar when a game is open.
Windows key + H	Open the Share charm.
Windows key + I	Open Settings.
Windows key + K	Open the Connect quick action.
Windows key + L	Lock your PC or switch accounts.
Windows key + M	Minimize all windows.
Windows key + R	Open Run dialog box.
Windows key + S	Open Search.
Windows key + U	Open Ease of Access Center.
Windows key + X	Open Quick Link menu.
Windows key + Number	Open the app pinned to the taskbar in the position indicated by the number.
Windows key + Left arrow key	Snap app windows left.
Windows key + Right arrow key	Snap app windows right.
Windows key + Up arrow key	Maximize app windows.
Windows key + Down arrow key	Minimize app windows.
Windows key + Comma	Temporarily peek at the desktop.
Windows key + Ctrl + D	Add a virtual desktop.
Windows key + Ctrl + Left or Right arrow	Switch between virtual desktops.
Windows key + Ctrl + F4	Close current virtual desktop.
Windows key + Enter	Open Narrator.
Windows key + Home	Minimize all but the active desktop window (restores all windows on second stroke).

# Keyboard Shortcuts

Keyboard shortcut	Action
Windows key + PrtScn	Capture a screenshot and save in Screenshots folder.
Windows key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows key + Tab	Open Task view.
Windows key + "+" key	Zoom in using the magnifier.
Windows key + "-" key	Zoom out using the magnifier.
Ctrl + Shift + Esc	Open Task Manager.
Alt + Tab	Switch between open apps.
Alt + Left arrow key	Go back.
Alt + Right arrow key	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page down	Move down one screen.
Ctrl + Alt +Tab	View open apps
Ctrl + C	Copy selected items to clipboard.
Ctrl + X	Cut selected items.
Ctrl + V	Paste content from clipboard.
Ctrl + A	Select all content.
Ctrl + Z	Undo an action.
Ctrl + Y	Redo an action.
Ctrl + D	Delete the selected item and move it to the Recycle Bin.
Ctrl + Esc	Open the Start Menu.
Ctrl + Shift	Switch the keyboard layout.
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + F4	Close the active window.

# Keyboard Shortcuts

## Microsoft Word

Shortcut	Description
Ctrl+O	Toggles 6pts of spacing before a paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	<u><b>Bold</b></u> highlighted selection.
Ctrl+C	<u><b>Copy</b></u> selected text.
Ctrl+D	Open the <u>font</u> preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	<u><b>Italic</b></u> highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a <u>hyperlink</u> .
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Just like Shift+F12.
Alt, F, A	Save the document under a different file name.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	<u>Paste</u> .
Ctrl+W	Close the currently open document.
Ctrl+X	<u>Cut</u> selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a <u>bullet point</u> .
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[	Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use <b>Ctrl+'+e</b> as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the <u>tilde key</u> .
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.

# Keyboard Shortcuts

Shortcut	Description
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the <a href="#">Task Pane</a> .
Ctrl+F2	Display the <a href="#">print preview</a> .
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the Find, Replace, and Go To window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from <a href="#">uppercase</a> to <a href="#">lowercase</a> or a capital letter at the beginning of every word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Just like Ctrl+S.
Shift+Enter	Create a <a href="#">soft break</a> instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

# Keyboard Shortcuts

## Microsoft Excel

Shortcut	Description
Tab	Move to the next cell, to the right of the currently selected cell.
Ctrl+A	Select all contents of a worksheet.
Ctrl+B	Bold all cells in the highlighted section.
Ctrl+C	Copy all cells in the highlighted section.
Ctrl+D	Fill down. Fills the cell beneath with the contents of the selected cell. To fill more than one cell, select the source cell and press <b>Ctrl+Shift+Down</b> to select multiple cells. Then press <b>Ctrl+D</b> to fill them with the contents of the original cell.
Ctrl+F	Search current sheet.
Ctrl+G	Go to a certain area.
Ctrl+H	Find and replace.
Ctrl+I	Puts italics on all cells in the highlighted section.
Ctrl+K	Inserts a <a href="#">hyperlink</a> .
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens a workbook.
Ctrl+P	Print the current sheet.
Ctrl+R	Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press <b>Ctrl+Shift+Right</b> to select multiple cells. Then press <b>Ctrl+R</b> to fill them with the contents of the original cell.
Ctrl+S	Saves the open worksheet.
Ctrl+U	Underlines all cells in the highlighted section.
Ctrl+V	Pastes everything copied onto the <a href="#">clipboard</a> .
Ctrl+W	Closes the current workbook.
Ctrl+X	Cuts all cells in the highlighted section.
Ctrl+Y	Repeats the last entry.
Ctrl+Z	Undo the last action.
Ctrl+1	Changes the format of the selected cells.
Ctrl+2	Bolds all cells in the highlighted section.
Ctrl+3	Puts italics all cells in the highlighted section.
Ctrl+4	Underlines all cells in highlighted section.
Ctrl+5	Puts a <a href="#">strikethrough</a> all cells in the highlighted section.
Ctrl+6	Shows or hides objects.
Ctrl+7	Shows or hides the <a href="#">toolbar</a> .
Ctrl+8	Toggles the outline symbols.
Ctrl+9	Hides rows.
Ctrl+0	Hides columns.
Ctrl+Shift+:	Enters the current time.
Ctrl+;	Enters the current date.
Ctrl+`	Changes between displaying cell values or formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above.
Ctrl+Shift+"	Copies value from cell above.
Ctrl+-	Deletes the selected column or row.
Ctrl+Shift+=	Inserts a new column or row.
Ctrl+Shift+~	Switches between showing Excel formulas or their values in cells.
Ctrl+Shift+@	Applies time formatting.

# Keyboard Shortcuts

Shortcut	Description
<b>Ctrl+Shift+!</b>	Applies comma formatting.
<b>Ctrl+Shift+\$</b>	Applies currency formatting.
<b>Ctrl+Shift+#</b>	Applies date formatting.
<b>Ctrl+Shift+%</b>	Applies percentage formatting.
<b>Ctrl+Shift+^</b>	Applies exponential formatting.
<b>Ctrl+Shift+*</b>	Selects the current region around the active cell.
<b>Ctrl+Shift+&amp;</b>	Places border around selected cells.
<b>Ctrl+Shift+_</b>	Removes a border.
<b>Ctrl++</b>	Insert.
<b>Ctrl+-</b>	Delete.
<b>Ctrl+Shift+(</b>	Unhide rows.
<b>Ctrl+Shift+)</b>	Unhide columns.
<b>Ctrl+/\</b>	Selects the array containing the active cell.
<b>Ctrl+\</b>	Selects the cells that have a static value or don't match the formula in the active cell.
<b>Ctrl+[</b>	Selects all cells referenced by formulas in the highlighted section.
<b>Ctrl+]</b>	Selects cells that contain formulas that reference the active cell.
<b>Ctrl+Shift+{</b>	Selects all cells directly or indirectly referenced by formulas in the highlighted section.
<b>Ctrl+Shift+}</b>	Selects cells which contain formulas that directly or indirectly reference the active cell.
<b>Ctrl+Shift+  (pipe)</b>	Selects the cells within a column that don't match the formula or static value in the active cell.
<b>Ctrl+Enter</b>	Fills the selected cells with the current entry.
<b>Ctrl+Spacebar</b>	Selects the entire column.
<b>Ctrl+Shift+Spacebar</b>	Selects the entire worksheet.
<b>Ctrl+Home</b>	Move to cell A1.
<b>Ctrl+End</b>	Move to last cell on worksheet.
<b>Ctrl+Tab</b>	Move between Two or more open Excel files.
<b>Ctrl+Shift+Tab</b>	Activates the previous workbook.
<b>Ctrl+Shift+A</b>	Inserts argument names into a formula.
<b>Ctrl+Shift+F</b>	Opens the <a href="#">drop-down menu</a> for fonts.
<b>Ctrl+Shift+O</b>	Selects all of the cells that contain comments.
<b>Ctrl+Shift+P</b>	Opens the drop-down menu for point size.
<b>Shift+Insert</b>	Pastes what is stored on the clipboard.
<b>Shift+Page Up</b>	In a single column, highlights all cells above that are selected.
<b>Shift+Page Down</b>	In a single column, highlights all cells above that are selected.
<b>Shift+Home</b>	Highlights all text to the left of the <a href="#">cursor</a> .
<b>Shift+End</b>	Highlights all text to the right of the cursor.
<b>Shift+Up Arrow</b>	Extends the highlighted area up one cell.
<b>Shift+Down Arrow</b>	Extends the highlighted area down one cell.
<b>Shift+Left Arrow</b>	Extends the highlighted area left one character.
<b>Shift +Right Arrow</b>	Extends the highlighted area right one character.
<b>Alt+Tab</b>	Cycles through applications.
<b>Alt+Spacebar</b>	Opens the system menu.
<b>Alt+Backspace</b>	Undo.
<b>Alt+Enter</b>	While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell.

# Keyboard Shortcuts

Shortcut	Description
Alt+=	Creates a formula to sum all of the above cells.
Alt+'	Allows formatting on a dialog box.
F1	Opens the help menu.
F2	Edits the selected <a href="#">cell</a> .
F3	After a <a href="#">name</a> has been created, F3 will <a href="#">paste</a> names.
F4	Repeats last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.
F5	Goes to a specific cell. For example, C6.
F6	Move to the next <a href="#">pane</a> .
F7	Spell check selected text or document.
F8	Enters Extend Mode.
F9	Recalculates every workbook.
F10	Activates the <a href="#">menu bar</a> .
F11	Creates a <a href="#">chart</a> from selected data.
F12	<a href="#">Save As</a> option.
Shift+F1	Opens the "What's This?" window.
Shift+F2	Allows the user to edit a cell comment.
Shift+F3	Opens the Excel <a href="#">formula</a> window.
Shift+F5	Brings up a search box.
Shift+F6	Move to previous pane.
Shift+F8	Add to selection.
Shift+F9	Performs calculate function on active sheet.
Ctrl+F3	Open Excel <a href="#">Name Manager</a> .
Ctrl+F4	Closes current Window.
Ctrl+F5	Restores window size.
Ctrl+F6	Next workbook.
Ctrl+Shift+F6	Previous workbook.
Ctrl+F7	Moves the window.
Ctrl+F8	Resizes the window.
Ctrl+F9	<a href="#">Minimize</a> current window.
Ctrl+F10	<a href="#">Maximize</a> currently selected window.
Ctrl+F11	Inserts a macro sheet.
Ctrl+F12	Opens a file.
Ctrl+Shift+F3	Creates names by using those of either row or column labels.
Ctrl+Shift+F6	Moves to the previous worksheet window.
Ctrl+Shift+F12	Prints the current worksheet.
Alt+F1	Inserts a chart.
Alt+F2	<a href="#">Save As</a> option.
Alt+F4	Exits Excel.
Alt+F8	Opens the macro dialog box.
Alt+F11	Opens the Visual Basic editor.
Alt+Shift+F1	Creates a new worksheet.
Alt+Shift+F2	Saves the current worksheet.