

Accelerating Excel:

Copy selected text	Ctrl + C
Move right to left cell by cell	Tab
Move up and down cell by cell	Enter
Erase data in current cell	Backspace
Return to the beginning of the row	Home
Enter the date	Ctrl + ;
Enter the time	Ctrl + Shift + :
Start a formula	= (equal sign)
Check the spelling of titles or words within the cells	F7
Find out about the style within the cell	Alt + ' (apostrophe)
Display the Format Cells dialog box	Ctrl + 1
Apply the general number format	Ctrl + Shift + ~
Turn numbers into dollars	Ctrl + Shift + \$
Make numbers a percentage	Ctrl + Shift + %
Apply a border	Ctrl + Shift + &

Expediting Internet Explorer:

Add sites to your Favorites

Go to the site. Hit Ctrl + D to add to your Favorites. Select Favorites and then Add to Favorites to create a separate folder for the site or to add it to a list already formed.

Select a home page

Go to the Web page that you would like to make your homepage. Open the Tools menu and select Internet Options. Under Homepage, click Use Current.

Use the History function if you visit a few select sites constantly

Select the History button on your top navigation (a green arrow on a clock face). Select the site that you would like and double-click. If the History button is not visible, go to the View menu, select Explorer Bar, and then click History to access.

Customize your toolbar to the tools you use most frequently

Right click your top navigation. Select the icons that you use or go to the View menu, select Toolbars, and then click Customize.

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Save time with quick computer shortcuts



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HEALTH • EDUCATION • RESEARCH صحة • تعليم • بحوث

إدارة معلومات التمريض
Nursing Informatics Department

Save time with quick computer shortcuts

Driving around your desktop:

Select a File / Folder / Icon

Type the first letter of the file. If you have several files starting with the same letter, continue hitting the letter key until your cursor lands on the file or folder you want

Search for a File / Folder

F3

Rename a File / Folder

Select the file or folder, click F2 and then re-type the name

F2

Find out when the file or folder was created, by whom, and how big it is

Select the file, right-click, and then click properties



Display the Start menu

Ctrl + Esc

Create a shortcut on your desktop to your favorite file or folder

Drag the file or folder icon to your desktop

Scroll between open items

then hold down Alt while clicking Tab to reach the desired file or program

Alt + Tab

Working with Word:

Select text

Shift + Right Arrow, Left Arrow, Up Arrow or Down Arrow to highlight text

Shift + →

Copy selected text

Ctrl + C

Cut selected text

Ctrl + X

Paste selected text

Ctrl + V

Undo your last action

Ctrl + Z

Select all the text within your document

Ctrl + A

Bold text

Ctrl + B

Italicize text

Ctrl + I

Underline

Ctrl + U

Decrease font size

Ctrl + Shift + <

Increase font size

Ctrl + Shift + >

Working with Word:

Change font

then use the arrow keys to reach the new font

Ctrl + Shift + F

Change font size

then use the arrow keys to reach the new font size

Ctrl + Shift + P

Create page break

Ctrl + Enter

Create new document

Ctrl + N

Open My Documents window

Ctrl + O

Close a document

Ctrl + W

Save a document

Ctrl + S

Print a document

Ctrl + P

Preview what you are about to print

Alt + Ctrl + I