

Important Shortcuts Keys For Computer

- **CTRL+A. Select All**
- **CTRL+C. Copy**
- **CTRL+X. Cut**
- **CTRL+V. Paste**
- **CTRL+Z. Undo**
- **CTRL+B. Bold**
- **CTRL+U. Underline**
- **CTRL+I Italic**
- F1 Help
- F2 Rename selected object
- F3 Find all files
- F4 Opens file list drop-down in dialogs
- **F5 Refresh current window**
- F6 Shifts focus in Windows Explorer
- F10 Activates menu bar options
- ALT+TAB Cycles between open applications
- ALT+F4 Quit program, close current window
- ALT+F6 Switch between current program windows
- ALT+ENTER. Opens properties dialog
- ALT+SPACE System menu for current window
- ALT+Ç opens drop-down lists in dialog boxes
- BACKSPACE Switch to parent folder
- **CTRL+ESC Opens Start menu**
- CTRL+ALT+DEL Opens task manager, reboots the computer
- CTRL+TAB Move through property tabs
- CTRL+SHIFT+DRAG Create shortcut (also right-click, drag)
- CTRL+DRAG Copy File
- **ESC Cancel last function**
- SHIFT Press/hold SHIFT, insert CD-ROM to bypass auto-play
- SHIFT+DRAG Move file
- SHIFT+F10. Opens context menu (same as right-click)
- SHIFT+DELETE Full wipe delete (bypasses Recycle Bin)
- ALT+underlined letter Opens the corresponding menu
- PC Keyboard Shortcuts
- Document Cursor Controls
- HOME to beginning of line or far left of field or screen
- END to end of line, or far right of field or screen
- CTRL+HOME to the top

- CTRL+END to the bottom
- PAGE UP moves document or dialog box up one page
- PAGE DOWN moves document or dialog down one page
- ARROW KEYS move focus in documents, dialogs, etc.
- **CTRL+ > next word**
- **CTRL+SHIFT+ > selects word**
- Windows Explorer Tree Control
- Numeric Keypad * . . . Expand all under current selection
- Numeric Keypad + . . . Expands current selection
- Numeric Keypad – . . . Collapses current selection
- | Expand current selection or go to first child
- % Collapse current selection or go to parent
- Special Characters
- ‘ Opening single quote . . . alt 0145
- ’ Closing single quote . . . alt 0146
- “ Opening double quote . . . alt 0147
- ” Closing double quote. . . alt 0148
 - En dash. alt 0150
 - Em dash alt 0151
- ... Ellipsis. alt 0133
- Bullet alt 0149
- ® Registration Mark alt 0174
- © Copyright alt 0169
- ™ Trademark alt 0153
- ° Degree symbol. alt 0176
- ¢ Cent sign alt 0162
- 1/4 alt 0188
- 1/2 alt 0189
- 3/4 alt 0190
- PC Keyboard Shortcuts
- Creating unique images in a uniform world! Creating unique images in a uniform world!
- é alt 0233
- É alt 0201
- ñ alt 0241
- ÷ alt 0247

- 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
- 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
- **Alt + F4 Close current open program/ shut down window**
- **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
- 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)
- 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
- 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

_____The End_____