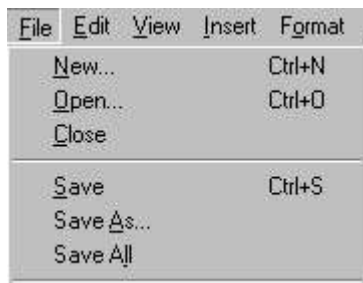


# Shortcut keys ABCs

Shortcut keys help provide an easier and quicker method of navigating and executing commands in the computer software. Shortcut keys are commonly accessed by using the **Alt** key (on IBM compatible computers), **Command** key (on Apple computers), **Ctrl** key, or **Shift** key in conjunction with another key. The **de facto standard** for listing a shortcut is listing the **modifier key**, a **plus symbol**, and another key. In other words, "Ctrl+S" is telling you to press and hold the Ctrl key, and then press the S key too.

You can also find the shortcut keys in popular programs by looking for **underlined** letters in their menus.

For example, the file menu image has an underline on the "F" in *File*, which means you can press the Alt key and "F" key to access the **file menu**.



Some programs require the user to press and hold Alt to see the underlined characters. In the image above, you can see that some of the common features, such as **Open (Ctrl+O)** and **Save**

**(Ctrl+S)**, have shortcut keys assigned to them. As you begin to memorize shortcut keys, you'll notice that many applications share them. We have a list of the most commonly shared ones in the [basic PC shortcut keys section](#).

Non-English versions of Microsoft Windows may not be able to use all of the below shortcut keys.