

Useful Windows Key Combinations

Basic computer shortcut keys:

- F1 – Universal help (for any program).
- Alt + F – File menu options in the current program (use arrow keys to select the desired option and Enter to activate it).
- Alt + E – Edit options in the current program.
- Ctrl + A – Select all text.
- Ctrl + X – Cut the selected item(s).
- Ctrl + C – Copy the selected item(s).
- Ctrl + V – Paste the selected item(s).
- Ctrl + O – Open a file in most programs
- Ctrl + Backspace – Delete previous word
- Ctrl + Del – Delete next word
- Home – Go to the beginning of the current line.
- Ctrl + Home – Go to the beginning of the document.
- End – Go to the end of the current line.
- Ctrl + End – Go to the end of a document.
- Shift + Home – Highlight from current position to beginning of the line.
- Ctrl + Shift + Home – Highlight from current position to beginning of a document.
- Shift + End – Highlight from current position to end of the line.
- Ctrl + Shift + End – Highlight from current position to end of a document.
- Ctrl + Left arrow – Move one word to the left at a time.
- Ctrl + Right arrow – Move one word to the right at a time.

Microsoft Windows shortcut keys:

- Alt + Tab – Switch between open applications.
- Alt + Shift + Tab – Switch backward between open applications.
- Alt + Print Screen – Create screenshot for the current program.
- Ctrl + Alt + Del – Reboot computer or open Windows Task Manager.
- Ctrl + Shift + Esc – open Windows Task Manager.
- Ctrl + Esc – Bring up the start menu.
- Alt + Space – Move a window (choose move, use arrow keys to move, press Enter to confirm)
- F2 – Rename selected file.
- F4 – Open the drive selection when browsing.
- F5 – Refresh contents.
- Alt + F4 – Close current open program.
- 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(s).
- Shift + Del – Delete file(s) permanently.
- Shift + click on the taskbar program – Open a new program window
- Holding Shift During Boot up – Boot safe mode or bypass system files.
- 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 + Tab – Cycle through open programs on the taskbar (use arrow keys to select a window and enter to switch to it).
- WINKEY + E – Open Microsoft Explorer.
- WINKEY + R – Open the run window.
- WINKEY + Pause /Break – Open the system properties window.
- WINKEY + U – Open utility manager.
- WINKEY + L – Lock the computer.
- WINKEY + down arrow – Unmaximize a maximized window or minimize unmaximized window
- WINKEY + down arrow twice – Minimize a maximized window
- WINKEY + up arrow – Maximize a window
- WINKEY + S – Display the Windows Search/Find feature.
- WINKEY + F1 – Display the Microsoft Windows help.
- WINKEY + CTRL + F – Display the search for computers window.

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 – Go to.
- 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 text or line to the center.
- Ctrl + R – Align selected text or line to the right.
- Ctrl + M – Indent the paragraph.
- Ctrl + T – Hanging indent.
- Ctrl + D – Font options.
- Ctrl + Shift + F – Change the font.
- Ctrl + Shift + > – Increase selected text font size by 1.
- Ctrl + Shift + < – Decrease selected text font size by 1.
- Ctrl +] – Increase selected text font size by 1.
- Ctrl + [– Decrease selected text font size by 1.
- Ctrl + Shift + * – View or hide non printing characters.
- Ctrl + Left arrow – Move one word to the left.
- Ctrl + Right arrow – Move one word to the right.
- Ctrl + Up arrow – Move to the beginning of the line or paragraph.
- Ctrl + Down arrow – Move to the end of the paragraph.

- Ctrl + Del – Delete word to the right of the cursor.
- Ctrl + Backspace – Delete word to the left of the cursor.
- Ctrl + End – Move cursor to end of the document.
- Ctrl + Home – Move cursor to the beginning of the document.
- Ctrl + Space – Reset highlighted text to default font.
- Ctrl + 1 – Single-space lines.
- Ctrl + 2 – Double-space lines.
- Ctrl + 5 – 1.5–line spacing.
- Ctrl + Alt + 1 – Change text to heading 1.
- Ctrl + Alt + 2 – Change text to heading 2.
- Ctrl + Alt + 3 – Change text to heading 3.
- Shift + F3 – Change case of selected text.
- Shift + Insert – Paste.
- F4 – Repeat the last action performed.
- F7 – Spell check selected text and/or document.
- Shift + F7 – Activate the thesaurus.
- F12 – Save as.
- Ctrl + S – Save.
- Shift + F12 – Save.
- Alt + Shift + D – Insert the current date.
- Alt + Shift + T – Insert the current time.
- Ctrl + W – Close document.

Excel shortcut keys:

- F2 – Edit the selected cell.
- F5 – Go to a specific cell.
- F7 – Spell check selected text and/or document.
- F11 – Create chart
- Ctrl + Shift + ; – Enter the current time.
- Ctrl + ; – Enter the current date
- Alt + Shift + F1 – Insert new worksheet.
- Shift + F3 – Open the Excel formula window.
- Shift + F5 – Bring up the search box
- Ctrl + A – Select all contents of a worksheet.
- Ctrl + B – Bold highlighted selection.
- Ctrl + I – Italicize highlighted selection.
- Ctrl + C – Copy selected text.
- Ctrl + V – Paste
- Ctrl + D – Fill
- Ctrl + K – Insert link
- Ctrl + F – Open find and replace options.
- Ctrl + G – Open go-to options.
- Ctrl + H – Open find and replace options.
- Ctrl + U – Underline highlighted selection.
- Ctrl + Y – Underline selected text.
- Ctrl + 5 – Strikethrough highlighted selection.
- Ctrl + O – Open options.
- Ctrl + N – Open new document.
- Ctrl + P – Open print dialog box.
- Ctrl + S – Save.

- Ctrl + Z – Undo last action.
- Ctrl + F9 – Minimize current window.
- Ctrl + F10 – Maximize currently selected window.
- Ctrl + F6 – Switch between open workbooks/windows.
- Ctrl + Page up & Page Down – Move between Excel worksheets in the same document.
- Ctrl + Tab – Move between two or more open Excel files
- Alt + = – Create the formula to sum all of the above cells.
- Ctrl + – Insert the value of above cell into the current cell.
- Ctrl + Shift + ! – Format number in comma format.
- Ctrl + Shift + \$ – Format number in currency format.
- Ctrl + Shift + # – Format number in date format.
- Ctrl + Shift + % – Format number in percentage format.
- Ctrl + Shift + ^ – Format number in scientific format.
- Ctrl + Shift + @ – Format number in time format.
- Ctrl + (Right arrow) – Move to next section of text.
- Ctrl + Space – Select entire column.
- Shift + Space – Select entire row.
- Ctrl + W – Close document.

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.