| **Basic Computer Shortcut Keys A to Z** | |
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| **Shortcuts** | **Uses of Shortcut keys** |
| Alt + F | File menu options in the current program |
| Alt + E | Edits options in the current program |
| F1 | Universal help (for any sort of program) |
| Ctrl + A | Selects all text |
| Ctrl + X | Cuts the selected item |
| Ctrl + Del | Cut selected item |
| Ctrl + C | Copy the selected item |
| Ctrl + Ins | Copy the selected item |
| Ctrl + V | Paste the selected item |
| Shift + Ins | Paste the selected item |
| Home | Takes the user to the start 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 the prevailing position to the start of the line |
| Shift + End | Highlight from the prevailing position to end of the line |
| Ctrl + (Left arrow) | Move one term to the left at a time |
| Ctrl + (Right arrow) | Move one term to the right at a time |

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| **Computer Shortcut Keys for Microsoft Windows** | |
| **Shortcut Keys** | **Uses of Shortcut keys** |
| Ctrl + Plus Key | Adjust the widths of all columns automatically, in Windows Explorer |
| Alt + Enter | Open the properties window for the selected icon or program |
| Alt + Print Screen | Take a screenshot of the current page. |
| Ctrl + Alt + Del | Reboot/Windows task manager |
| Ctrl + Esc | These keys allow you to activate the start menu |
| F4 | Its purpose in Windows 95 to XP is to open the locate window |
| F5 | Refresh the contents of your windows system |
| F3 | Find anything from your system’s desktop |
| Alt + Esc | Switch between desktop applications on the taskbar |
| F2 | Rename the selected icon |
| Alt + Shift + Tab | It allows you to switch back between ongoing applications |
| Alt + Tab | Switch between open applications/ programs. |
| Shift + Delete | When you press the Shift and Delete keys together, your program or files will be deleted permanently. |
| Alt + F4 | It is used to close the ongoing program |
| Ctrl + F4 | It’s used to swiftly close a document or a file that’s currently open. |

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| **Computer Shortcut Keys for MS Excel** | |
| **Shortcut keys** | **Uses of shortcut keys** |
| Alt + Shift + F1 | When you wanna insert new worksheet use these keys together |
| Shift + F3 | With the help of these keys, you can open the MS-Excel formula window |
| Shift + F5 | When you press these keys together it will open the search box |
| F11 | The F11 key is used to create a chart in MS-Excel |
| Ctrl + Shift +; | With the help of these keys, you can enter the current time |
| Ctrl +; | Use these keys together to enter the current date |
| Ctrl + K | When you want to Insert a link, you can use these keys together |
| Ctrl + F | These keys are used to open find and replace options in MS-Excel |
| Ctrl + G | Use these keys together to open go-to options |
| Ctrl + B | When you press these keys together it will bold highlighted selection. |
| F2 | When you want to edit the selected cell using this key |
| F5 | With the help of this key, you can go to a specific cell |
| F7 | With the help of this key, you can check the spell of selected text |
| Ctrl + I | These commands are used to Italicize highlighted selection. |
| Ctrl + Space | Use these keys together to select the entire column |
| Shift + Space | Use these keys together to select the entire row |
| Ctrl + W | Use these keys together to close the document |
| Ctrl + H | Use these keys to open find and replace options |
| Ctrl + U | With help of these keys, you can underline highlighted text. |
| Ctrl + Y | With help of these keys, you can underline highlighted text. |
| Ctrl + Z | With the help of these keys, you can undo the last deleted action |
| Ctrl + F9 | Use these keys to minimize a current window in MS-Excel |
| Ctrl + F10 | Use these keys to maximize the currently selected window in MS-Excel |
| Ctrl + Tab | With the help of these keys, you can move between two or more open MS-Excel files |
| Alt + = | With the help of these keys, you can initiate the formula to add all of the above cells |
| Ctrl + | With the use of these keys together you can insert the value in the current cell from the above cell. |
| Ctrl + (Right arrow) | With the help of these keys, you can jump on to the next section of text |
| Ctrl + O | Use these keys to open options in MS-Excel |
| Ctrl + N | Use these keys together to open the document in MS-Excel |
| Ctrl + P | Use these keys together to open the print dialogue box in MS-Excel |

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| **Computer Shortcut Keys for MS Word** | |
| **Shortcuts** | **Uses of Shortcut keys** |
| 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 + 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 text or line to the centre |
| 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 font +1 |
| Ctrl + ] | Increase selected font +1 |
| Ctrl + [ | Decrease selected font -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 the word to the right of the cursor |
| Ctrl + Backspace | Delete the word to the left of the cursor |
| Ctrl + End | Move the cursor to the end of the document |
| Ctrl + Home | Move the cursor to the beginning of the document |
| Ctrl + Space | 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 | 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 (Word 2000+) |
| 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 |
| Ctrl+= | Set chosen text as a subscript. |
| Ctrl+Shift+= | Set chosen text as superscript. |

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| **Computer Shortcut Keys For MS Power Point** | |
| **Shortcuts Keys** | **Uses of Shortcut Keys** |
| Ctrl+Shift+< | Reduce the font size of the selected text by one size. |
| CTRL + G | Group things together |
| Ctrl+M | Create a new slide just after your chosen slide. |
| CTRL + D | Create a duplicate of your current slide. |
| Esc | Exit the ongoing slide show and it will redirect you to the earlier live view. |
| Ctrl+K | When you want to enter a hyperlink use these keys together. |
| Ctrl+Shift+> | These commands are used to maximize the font size of the selected text by one size. |
| F5 | With the help of F5, you can start the presentation from the initial slide. |
| Ctrl+N | These commands are used in a different Powerpoint software window, create a new, blank slide. |