Important Shortcut Keys System

- 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/Close current window
- ALT+F6 . . . .Switch between current program windows
- ALT+ENTER. . . .Opens properties dialog
- ALT+SPACE . . . System menu for current window
- ALT+¢ . . . . 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

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
- Shift + Tab……….Switch backwards between open applications
- 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
- Ctrl + F4 …….Close window in program
- 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

WINKEY SHORTCUTS

- WINKEY + D …….Bring desktop to the top of other windows
- WINKEY + M …….Minimize all windows
- 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 ……Center Align selected