**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