

QuickStudy

Computer Shortcuts

& Special Characters

| BASIC SHORTCUT KEYS | |
|---------------------|--|
| Alt + F | 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 + ← | Move one word to the left at a time |
| Ctrl + → | Move one word to the right at a time |

| MICROSOFT® WINDOWS® SHORTCUT KEYS | |
|------------------------------------|--|
| Alt + Tab | Switch between open applications |
| Alt + Shift + Tab | Switch backwards between open applications |
| Alt + Print Screen | Create screen shot for current program |
| 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 |
| 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 |
| Shift + Del | Delete programs/files permanently |
| Holding Shift During Bootup | Boot safe mode or bypass system files |
| Holding Shift During Bootup | When putting in an audio CD, will prevent CD Player from playing |

| WINKEY SHORTCUTS | |
|------------------------------|---|
| 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 + 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) |

| 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 | 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 font + 1 |
| Ctrl +] | Increase selected font + 1 |
| Ctrl + Shift + < | Decrease selected font - 1 |
| Ctrl + [| Decrease selected font - 1 |
| Ctrl + Shift + * | View or hide non printing characters |
| Ctrl + ← | Move one word to the left |
| Ctrl + → | Move one word to the right |
| Ctrl + ↑ | Move to beginning of the line or paragraph |
| Ctrl + ↓ | Move to the end of the paragraph |
| Ctrl + Del | Delete word to right of cursor |
| Ctrl + Backspace | Delete word to left of cursor |
| Ctrl + End | Move cursor to end of document |
| Ctrl + Home | Move cursor to beginning of 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 |
| F1 | Open help |
| Shift + F3 | Change case of selected text |
| Shift + Insert | Paste |
| F4 | Repeat 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 |

| 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 search box |
| Ctrl + A | Select all contents of 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 formula to sum all of above cells |
| Ctrl + ' | Insert value of above cell into 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 + → | 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 |

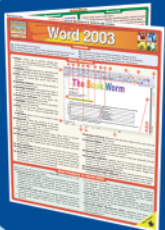
SPECIAL CHARACTERS

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|----------------------|-------------------------|-------------------------|----------------------|----------------------|------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| a A | b B | c C | d D | e E | f F | g G | h H | i I | j J | k K | l L | m M | n N |
| o O | p P | q Q | r R | s S | t T | u U | v V | w W | x X | y Y | z Z | A Shift+A | B Shift+B |
| C Shift+C | D Shift+D | E Shift+E | F Shift+F | G Shift+G | H Shift+H | I Shift+I | J Shift+J | K Shift+K | L Shift+L | M Shift+M | N Shift+N | O Shift+O | P Shift+P |
| Q Shift+Q | R Shift+R | S Shift+S | T Shift+T | U Shift+U | V Shift+V | W Shift+W | X Shift+X | Y Shift+Y | Z Shift+Z | 1 1 | 2 2 | 3 3 | 4 4 |
| 5 5 | 6 6 | 7 7 | 8 8 | 9 9 | 0 0 | ! Shift+1 | @ Shift+2 | # Shift+3 | \$ Shift+4 | % Shift+5 | ^ Shift+6 | & Shift+7 | * Shift+8 |
| (Shift+9 |) Shift+0 | , , | . . | ; ; | : Shift+; | - - | / / | ? Shift+/ | ' ' | " Shift+' | ¡ Alt+0161 | ¿ Alt+0191 | — Alt+0173 |
| + Shift+= | × Alt+0215 | ÷ Alt+0247 | = = | ± Alt+0177 | < Shift+, | > Shift+. | [[|]] | { Shift+[| } Shift+] | ' Alt+0145 | ' Alt+0146 | " Alt+0147 |
| " Alt+0148 | < Alt+0139 | > Alt+0155 | « Alt+0171 | » Alt+0187 | , Alt+0130 | " Alt+0132 | — Alt+0151 | ~ Shift+` | \ \ | Shift+\ | _ Shift+ - | ... Alt+0133 | ° Alt+0176 |
| · Alt+0183 | • Alt+0149 | ä Alt+0228 | â Alt+0226 | á Alt+0225 | à Alt+0224 | ã Alt+0227 | å Alt+0229 | ë Alt+0235 | ê Alt+0234 | é Alt+0233 | è Alt+0232 | ï Alt+0239 | î Alt+0238 |
| í Alt+0237 | ì Alt+0236 | ö Alt+0246 | ô Alt+0244 | ó Alt+0243 | ò Alt+0242 | õ Alt+0245 | ü Alt+0252 | û Alt+0251 | ú Alt+0250 | ù Alt+0249 | Ä Alt+0196 | Â Alt+0194 | Á Alt+0193 |
| À Alt+0192 | Ã Alt+0195 | Å Alt+0197 | Ë Alt+0203 | Ê Alt+0202 | É Alt+0201 | È Alt+0200 | Ï Alt+0207 | Î Alt+0206 | Í Alt+0205 | Ì Alt+0204 | Ö Alt+0214 | Ô Alt+0212 | Ó Alt+0211 |
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| £ Alt+0163 | ¥ Alt+0165 | f Alt+0131 | ¢ Alt+0162 | ¤ Alt+0164 | © Alt+0169 | ® Alt+0174 | ™ Alt+0153 | % Alt+0137 | µ Alt+0181 | § Alt+0167 | † Alt+0134 | ‡ Alt+0135 | ¶ Alt+0182 |

Get the **Answers You Need...**

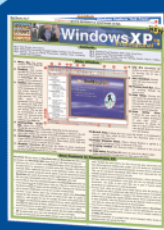
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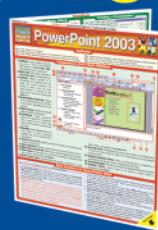
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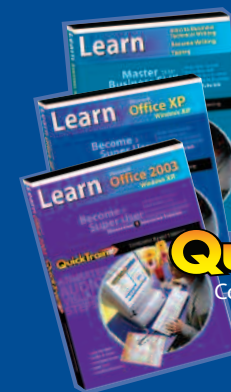
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