SHORTCUT KEYS

Microsoft Windows and applications shortcut keys

BASIC SHORTCUT KEYS

The below basic shortcut keys are a listing of shortcut keys that will work with almost all IBM compatible co programs. It is highly recommended that all users keep a good reference of the below short cut keys and/or tr below keys. Doing so will dramatically increase your productivity.

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost ever Windows program.
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	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.

MICROSOFT WINDOWS SHORTCUT KEYS

Shortcut Keys	Description
Alt + Tab	Switch between open applications.
Alt + Shift + Tab	Switch backwards between open applications.
Alt + Print Screen	Create a screen shot only for the program you are currently in.
Ctrl + Esc	Bring Up start menu.
Alt + Esc	Switch Between open applications on taskbar.

F2	Renames selected Icon.
F3	Starts find from desktop.
F4	Opens the drive selection when browsing.
F5	Refresh Contents.
Alt + F4	Closes Current open program.
Ctrl + F4	Closes Window in Program.
Ctrl + (the '+' key on the keypad)	Automatically adjust the widths of all the columns in Windows explorer
Alt + Enter	Opens properties window of Selected icon or program.
Shift + F10	Simulates right click on selected item.
Shift + Del	Delete programs/files without throwing into the recycle bin.
Holding Shift	Boot safe mode or by pass system files.
Holding Shift	When putting in an audio CD, will prevent CD Player from playing.

WINDOWS KEYBOARD SHORTCUTS

Below is a listing of Windows keys that can be used on computers running a Microsoft Windows operating system and using a keyboard with a Windows key. In the below list of shortcuts, the Windows key is represented by "WINKEY". If you are looking for Windows shortcut keys, see the above Microsoft Windows shortcut key section.

Shortcut Keys	Description
WINKEY + D	Brings the desktop to the top of all other windows.
WINKEY + M	Minimizes 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 through the 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 key	Open the system properties window.
WINKEY + U	Open Utility Manager.
WINKEY + L	Lock the computer (Windows XP and above only).

EXCEL SHORTCUT KEYS

See our Microsoft Excel page for additional help and information.

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Go to a specific cell. For example, C6.

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 the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
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	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
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 + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.

WORD SHORTCUT KEYS

See our Microsoft Word page for additional help and information.

Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.

Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + I	Italic 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 + L	Aligns the line or selected text to the left of the screen.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + M	Indent the paragraph.
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 + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	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	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Ctrl + F1	Open the Task Pane.
F1	Open Help.
Shift + F3	Change the case of the selected text.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+)
F5	Open go to window.
F7	Spell check selected text and/or document.

Shift + F7	Activate the thesaurus.
F12	Save as.
Shift + F12	Save.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

Mouse Shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make the alignment of right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.

INTERNET EXPLORER SHORTCUT KEYS

See our Microsoft Internet Explorer page for additional help and information.

Shortcut Keys	Description
Alt + Left Arrow	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page / frame.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + Enter	Quickly complete an address. For example, type computer hope in the address bar and press CTRL + ENTER to get http://www.computerhope.com.
Ctrl + N	Open New browser window.
Ctrl + P	Print current page / frame.
Spacebar	Moves down a page at a time.
Shift + Spacebar	Moves up a page at a time.

FRONTPAGE SHORTCUT KEYS

See our Microsoft FrontPage page for additional help and information.

Shortcut Keys	Description
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.

Ctrl + P	Paste selected text.
Ctrl + K	Create a hyperlink.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + U	Underline highlighted selection.
Ctrl + L	Left align the text.
Ctrl + R	Right align the text.
Ctrl + E	Center the text.
Ctrl + /	Display HTML tags.
Ctrl + S	Save document.
Ctrl + Tab	Switch between open web pages.
Ctrl + Ins	Enter Line break.
Ctrl + Enter	Move cursor above or below a table.
Ctrl + Shift + B	Preview in web browser window.
Ctrl + Shift + <	Decrease font size.
Ctrl + Shift + >	Increase font size.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.

OUTLOOK SHORTCUT KEYS

See our Microsoft Outlook page for additional help and information.

Shortcut Keys	Description
Alt + S	Send the e-mail
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Paste selected text.
Ctrl + K	Complete the name and/or e-mail being typed in the e-mail address bar.
Ctrl + B	Bold highlighted selection
Ctrl + I	Italic highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an e-mail.
Ctrl + F	Forward an e-mail.
Ctrl + N	Create a new e-mail.
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 + Shirt + C	Create a new contact.