

COMPUTER SHORTCUTS

Computer Basic Shortcuts

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every 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 the cut/copy item
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.

Functional Keys Shortcuts

F1	Almost always used as the help key, almost every program will open the help screen when this key is pressed.
	Enter CMOS Setup.
	Windows Key + F1 would open the Microsoft Windows help and support center.

Open the Task Pane.

F2 In Windows commonly used to rename a highlighted icon or file.

Alt + Ctrl + F2 opens document window in Microsoft Word.

Ctrl + F2 displays the print preview window in Microsoft Word.

Enter CMOS Setup.

F3 Often opens a search feature for many programs including Microsoft Windows.

In MS-DOS or Windows command line F3 will repeat the last command.

Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

F4 Open find window.

Repeat the last action performed (Word 2000+)

Alt + F4 will close the program currently active in Microsoft Windows.

Ctrl + F4 will close the open window within the current active window in Microsoft Windows.

F5 In all modern Internet browsers pressing F5 will refresh or reload the page or document window.

Open the find, replace, and go to window in Microsoft Word.

Starts a slideshow in PowerPoint.

F6 Move the cursor to the Address bar in Internet Explorer and Mozilla Firefox.

Ctrl + Shift + F6 opens to another open Microsoft Word document.

F7 Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.

Shift + F7 runs a Thesaurus check on the word highlighted.

Turns on Caret browsing in Mozilla Firefox.

F8 Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.

F9 Opens the Measurements toolbar in Quark 5.0.

F10 In Microsoft Windows activates the menu bar of an open application.

Shift + F10 is the same as right-clicking on a highlighted icon, file, or Internet link.

Access the hidden recovery partition on HP and Sony computers.

Enter CMOS Setup.

F11 Full-screen mode in all modern Internet browsers.

Ctrl + F11 as computer is starting to access the hidden recovery partition on many Dell computers.

Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.

F12 Open the Save as window in Microsoft Word.

Shift + F12 save the Microsoft Word document.

Ctrl + Shift + F12 prints a document in Microsoft Word.

Preview a page in Microsoft Expression Web

Open Firebug.

Windows Shortcuts

Ctrl + C or Ctrl + Insert Copy the highlighted text or selected item.

Ctrl + V or Shift + Insert Paste the text or object that's in the clipboard.

Ctrl + Z and Ctrl + Y Undo any change. For example, if you cut text, pressing this will undo it. This can also often be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would redo the undo.

Ctrl + F Open the Find in any program. This includes your Internet browser to find text on the current page.

Alt + Tab or Alt + Esc Quickly switch between open programs moving forward.

Tip: Press Ctrl + Tab to switch between tabs in a program.

Tip: Adding the Shift key to Alt + Tab or Ctrl + Tab will move backwards. For example, if you are pressing Alt + Tab and pass the program you want to switch to, press Alt + Shift + Tab to move backwards to that program.

Tip: Windows Vista and 7 users can also press the Windows Key + Tab to switch through open programs in a full screenshot of the Window.

Ctrl + Back space and Ctrl + Left or Right arrow Pressing Ctrl + Backspace will delete a full word at a time instead of a single character.

Holding down the Ctrl key while pressing the left or right arrow will move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down Ctrl +

Shift and then press the left or right arrow key to move one word at a time in that direction while highlighting each word.

Ctrl + S	While working on a document or other file in almost every program pressing Ctrl + S will save that file. This shortcut key should be used frequently anytime you're working on anything important.
Ctrl + Home or Ctrl + End	Move the cursor to the beginning or end of a document.
Ctrl + P	Print the page being viewed. For example, the document in Microsoft Word or the web page in your Internet browser.
Page Up, Space bar, and Page Down	Pressing either the page up or page down key will move that page one page at a time in that direction. When browsing the Internet pressing the space bar will also move the page down one page at a time. If you press Shift and the Space bar the page will go up a page at a time.

Key Board shortcuts

<i>Shortcut Keys</i>	<i>Description</i>
WINKEY	Pressing the Windows key alone will open Start.
WINKEY + F1	Opens the Microsoft Windows help and support center.
WINKEY + F3	Opens the Advanced find window in Microsoft Outlook.
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 or Find feature.
WINKEY + CTRL + F	Display the search for computers window.
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 and switch users if needed (Windows XP and above only).
WINKEY + P	Quickly change between monitor display types. (Windows 7 only)

WINKEY + LEFT ARROW	Shrinks the window to 1/2 screen on the left side for side by side viewing. (Windows 7 only)
WINKEY + RIGHT ARROW	Shrinks the window to 1/2 screen on the right side for side by side viewing. (Windows 7 only)
WINKEY + UP ARROW	When in the side by side viewing mode, this shortcut takes the screen back to full size. (Windows 7 only)
WINKEY + DOWN ARROW	Minimizes the screen. Also, when in the side by side viewing mode, this shortcut takes the screen back to a minimized size. (Windows 7 only)

Microsoft Word shortcut keys

Shortcut Keys	Description
Ctrl + O	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	Italic highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.

Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use Ctrl + ' + e as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.
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 + 51.5-	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.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the Task Pane.
Ctrl + F2	Display the print preview.
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a soft break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

Microsoft Excel shortcut keys

F2	Edit the selected cell.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text 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 or 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.

Internet Explorer shortcut keys

Alt + Left Arrow	Back a page.
Backspace	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page, frame, or tab.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + (- or +)	Increase or decrease the font size, pressing '-' will decrease and '+' will increase.
Ctrl + Enter	Quickly complete an address. For example, type computerhope in the address bar and press CTRL + ENTER to get http://www.computerhope.com .
Ctrl + D	Add a Favorite for the page currently opened.
Ctrl + I	Display available bookmarks.
Ctrl + N	Open New browser window.
Ctrl + P	Print current page or frame.
Ctrl + T	Opens a new tab.
Ctrl + F4	Closes the currently selected tab.
Ctrl + Tab	Moves through each of the open tabs.
Spacebar	Moves down a page at a time.
Shift + Spacebar	Moves up a page at a time.
Alt + Down arrow	Display all previous text entered in a text box or available options on drop down menu.
Alt + D	Highlights the text in the address bar