QuickStudy COMPUTER

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

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
Ò Alt+0210	Õ Alt+0213	Ü Alt+0220	Û Alt+0219	Ú Alt+0218	Ù Alt+0217	ç Alt+0231	Ç Alt+0199	ñ Alt+0241	Ñ Alt+0209	ø Alt+0248	Ø Alt+0216	ß Alt+0223	æ Alt+0230
Æ Alt+0198	œ Alt+0156	Œ Alt+0140	ÿ Alt+0255	Ÿ Alt+0159	ª Alt+0170	º Alt+0186	¨ Alt+0168	ˆ Alt+0136	´ Alt+0180	` `	˜ Alt+0152	¯ Alt+0175	¸ Alt+0184
£ Alt+0163	¥ Alt+0165	ƒ 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

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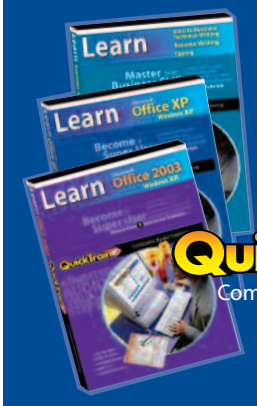

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