

# QuickStudy

# Computer Shortcuts

## & Special Characters

| BASIC SHORTCUT KEYS |  |
|---------------------|--|
| <b>Alt + F</b>      | File menu options in current program                 |
| <b>Alt + E</b>      | Edit options in current program                      |
| <b>F1</b>           | Universal help (for all programs)                    |
| <b>Ctrl + A</b>     | Select all text                                      |
| <b>Ctrl + X</b>     | Cut selected item                                    |
| <b>Shift + Del</b>  | Cut selected item                                    |
| <b>Ctrl + C</b>     | Copy selected item                                   |
| <b>Ctrl + Ins</b>   | Copy selected item                                   |
| <b>Ctrl + V</b>     | Paste  |
| <b>Shift + Ins</b>  | Paste  |
| <b>Home</b>         | Go to beginning of current line                      |
| <b>Ctrl + Home</b>  | Go to beginning of document                          |
| <b>End</b>          | Go to end of current line                            |
| <b>Ctrl + End</b>   | Go to end of document                                |
| <b>Shift + Home</b> | Highlight from current position to beginning of line |
| <b>Shift + End</b>  | Highlight from current position to end of line       |
| <b>Ctrl + ←</b>     | Move one word to the left at a time                  |
| <b>Ctrl + →</b>     | Move one word to the right at a time                 |

| MICROSOFT® WINDOWS® SHORTCUT KEYS  |  |
|------------------------------------|--|
| <b>Alt + Tab</b>                   | Switch between open applications                                 |
| <b>Alt + Shift + Tab</b>           | Switch backwards between open applications                       |
| <b>Alt + Print Screen</b>          | Create screen shot for current program                           |
| <b>Ctrl + Alt + Del</b>            | Reboot/Windows® task manager                                     |
| <b>Ctrl + Esc</b>                  | Bring up start menu  |
| <b>Alt + Esc</b>                   | Switch between applications on taskbar                           |
| <b>F2</b>                          | Rename selected icon   |
| <b>F3</b>                          | Start find from desktop  |
| <b>F4</b>                          | Open the drive selection when browsing                           |
| <b>F5</b>                          | Refresh contents   |
| <b>Alt + F4</b>                    | Close current open program                                       |
| <b>Ctrl + F4</b>                   | Close window in program  |
| <b>Ctrl + Plus Key</b>             | Automatically adjust widths of all columns in Windows Explorer   |
| <b>Alt + Enter</b>                 | Open properties window of selected icon or program               |
| <b>Shift + F10</b>                 | Simulate right-click on selected item                            |
| <b>Shift + Del</b>                 | Delete programs/files permanently                                |
| <b>Holding Shift During Bootup</b> | Boot safe mode or bypass system files                            |
| <b>Holding Shift During Bootup</b> | When putting in an audio CD, will prevent CD Player from playing |

| WINKEY SHORTCUTS             |   |
|------------------------------|---|
| <b>WINKEY + D</b>            | Bring desktop to the top of other windows           |
| <b>WINKEY + M</b>            | Minimize all windows                                |
| <b>WINKEY + SHIFT + M</b>    | Undo the minimize done by WINKEY + M and WINKEY + D |
| <b>WINKEY + E</b>            | Open Microsoft Explorer                             |
| <b>WINKEY + Tab</b>          | Cycle through open programs on taskbar              |
| <b>WINKEY + F</b>            | Display the Windows® Search/Find feature            |
| <b>WINKEY + CTRL + F</b>     | Display the search for computers window             |
| <b>WINKEY + F1</b>           | Display the Microsoft® Windows® help                |
| <b>WINKEY + R</b>            | Open the run window                                 |
| <b>WINKEY + Pause /Break</b> | Open the system properties window                   |
| <b>WINKEY + U</b>            | Open utility manager                                |
| <b>WINKEY + L</b>            | Lock the computer (Windows XP® & later)             |

| WORD® SHORTCUT KEYS        |  |
|----------------------------|--|
| <b>Ctrl + A</b>            | Select all contents of the page            |
| <b>Ctrl + B</b>            | Bold highlighted selection                 |
| <b>Ctrl + C</b>            | Copy selected text                         |
| <b>Ctrl + X</b>            | Cut selected text                          |
| <b>Ctrl + N</b>            | Open new/blank document                    |
| <b>Ctrl + O</b>            | Open options                               |
| <b>Ctrl + P</b>            | Open the print window                      |
| <b>Ctrl + F</b>            | Open find box                              |
| <b>Ctrl + I</b>            | Italicize highlighted selection            |
| <b>Ctrl + K</b>            | Insert link                                |
| <b>Ctrl + U</b>            | Underline highlighted selection            |
| <b>Ctrl + V</b>            | Paste                                      |
| <b>Ctrl + Y</b>            | Redo the last action performed             |
| <b>Ctrl + Z</b>            | Undo last action                           |
| <b>Ctrl + G</b>            | Find and replace options                   |
| <b>Ctrl + H</b>            | Find and replace options                   |
| <b>Ctrl + J</b>            | Justify paragraph alignment                |
| <b>Ctrl + L</b>            | Align selected text or line to the left    |
| <b>Ctrl + Q</b>            | Align selected paragraph to the left       |
| <b>Ctrl + E</b>            | Align selected text or line to the center  |
| <b>Ctrl + R</b>            | Align selected text or line to the right   |
| <b>Ctrl + M</b>            | Indent the paragraph                       |
| <b>Ctrl + T</b>            | Hanging indent                             |
| <b>Ctrl + D</b>            | Font options                               |
| <b>Ctrl + Shift + F</b>    | Change the font                            |
| <b>Ctrl + Shift + &gt;</b> | Increase selected font + 1                 |
| <b>Ctrl + ]</b>            | Increase selected font + 1                 |
| <b>Ctrl + Shift + &lt;</b> | Decrease selected font - 1                 |
| <b>Ctrl + [</b>            | Decrease selected font - 1                 |
| <b>Ctrl + Shift + *</b>    | View or hide non printing characters       |
| <b>Ctrl + ←</b>            | Move one word to the left                  |
| <b>Ctrl + →</b>            | Move one word to the right                 |
| <b>Ctrl + ↑</b>            | Move to beginning of the line or paragraph |
| <b>Ctrl + ↓</b>            | Move to the end of the paragraph           |
| <b>Ctrl + Del</b>          | Delete word to right of cursor             |
| <b>Ctrl + Backspace</b>    | Delete word to left of cursor              |
| <b>Ctrl + End</b>          | Move cursor to end of document             |
| <b>Ctrl + Home</b>         | Move cursor to beginning of document       |
| <b>Ctrl + Space</b>        | Reset highlighted text to default font     |
| <b>Ctrl + 1</b>            | Single-space lines                         |
| <b>Ctrl + 2</b>            | Double-space lines                         |
| <b>Ctrl + 5</b>            | 1.5-line spacing                           |
| <b>Ctrl + Alt + 1</b>      | Change text to heading 1                   |
| <b>Ctrl + Alt + 2</b>      | Change text to heading 2                   |
| <b>Ctrl + Alt + 3</b>      | Change text to heading 3                   |
| <b>F1</b>                  | Open help                                  |
| <b>Shift + F3</b>          | Change case of selected text               |
| <b>Shift + Insert</b>      | Paste                                      |
| <b>F4</b>                  | Repeat last action performed (Word 2000+)  |
| <b>F7</b>                  | Spell check selected text and/or document  |
| <b>Shift + F7</b>          | Activate the thesaurus                     |
| <b>F12</b>                 | Save as                                    |
| <b>Ctrl + S</b>            | Save                                       |
| <b>Shift + F12</b>         | Save                                       |
| <b>Alt + Shift + D</b>     | Insert the current date                    |
| <b>Alt + Shift + T</b>     | Insert the current time                    |
| <b>Ctrl + W</b>            | Close document                             |

| EXCEL® SHORTCUT KEYS                  |   |
|---------------------------------------|---|
| <b>F2</b>                             | Edit the selected cell                              |
| <b>F5</b>                             | Go to a specific cell                               |
| <b>F7</b>                             | Spell check selected text and/or document           |
| <b>F11</b>                            | Create chart  |
| <b>Ctrl + Shift + ;</b>               | Enter the current time                              |
| <b>Ctrl + ;</b>                       | Enter the current date                              |
| <b>Alt + Shift + F1</b>               | Insert new worksheet                                |
| <b>Shift + F3</b>                     | Open the Excel® formula window                      |
| <b>Shift + F5</b>                     | Bring up search box                                 |
| <b>Ctrl + A</b>                       | Select all contents of worksheet                    |
| <b>Ctrl + B</b>                       | Bold highlighted selection                          |
| <b>Ctrl + I</b>                       | Italicize highlighted selection                     |
| <b>Ctrl + C</b>                       | Copy selected text                                  |
| <b>Ctrl + V</b>                       | Paste   |
| <b>Ctrl + D</b>                       | Fill  |
| <b>Ctrl + K</b>                       | Insert link   |
| <b>Ctrl + F</b>                       | Open find and replace options                       |
| <b>Ctrl + G</b>                       | Open go-to options                                  |
| <b>Ctrl + H</b>                       | Open find and replace options                       |
| <b>Ctrl + U</b>                       | Underline highlighted selection                     |
| <b>Ctrl + Y</b>                       | Underline selected text                             |
| <b>Ctrl + 5</b>                       | Strikethrough highlighted selection                 |
| <b>Ctrl + O</b>                       | Open options  |
| <b>Ctrl + N</b>                       | Open new document                                   |
| <b>Ctrl + P</b>                       | Open print dialog box                               |
| <b>Ctrl + S</b>                       | Save  |
| <b>Ctrl + Z</b>                       | Undo last action                                    |
| <b>Ctrl + F9</b>                      | Minimize current window                             |
| <b>Ctrl + F10</b>                     | Maximize currently selected window                  |
| <b>Ctrl + F6</b>                      | Switch between open workbooks/windows               |
| <b>Ctrl + Page up &amp; Page Down</b> | Move between Excel® worksheets in the same document |
| <b>Ctrl + Tab</b>                     | Move between two or more open Excel® files          |
| <b>Alt + =</b>                        | Create formula to sum all of above cells            |
| <b>Ctrl + '</b>                       | Insert value of above cell into current cell        |
| <b>Ctrl + Shift + !</b>               | Format number in comma format                       |
| <b>Ctrl + Shift + \$</b>              | Format number in currency format                    |
| <b>Ctrl + Shift + #</b>               | Format number in date format                        |
| <b>Ctrl + Shift + %</b>               | Format number in percentage format                  |
| <b>Ctrl + Shift + ^</b>               | Format number in scientific format                  |
| <b>Ctrl + Shift + @</b>               | Format number in time format                        |
| <b>Ctrl + →</b>                       | Move to next section of text                        |
| <b>Ctrl + Space</b>                   | Select entire column                                |
| <b>Shift + Space</b>                  | Select entire row                                   |
| <b>Ctrl + W</b>                       | Close document                                      |

| OUTLOOK® SHORTCUT KEYS  |   |
|-------------------------|---|
| <b>Alt + S</b>          | Send the email                            |
| <b>Ctrl + C</b>         | Copy selected text                        |
| <b>Ctrl + X</b>         | Cut selected text                         |
| <b>Ctrl + P</b>         | Open print dialog box                     |
| <b>Ctrl + K</b>         | Complete name/email typed in address bar  |
| <b>Ctrl + B</b>         | Bold highlighted selection                |
| <b>Ctrl + I</b>         | Italicize highlighted selection           |
| <b>Ctrl + U</b>         | Underline highlighted selection           |
| <b>Ctrl + R</b>         | Reply to an email                         |
| <b>Ctrl + F</b>         | Forward an email                          |
| <b>Ctrl + N</b>         | Create a new email                        |
| <b>Ctrl + Shift + A</b> | Create a new appointment to your calendar |
| <b>Ctrl + Shift + O</b> | Open the outbox                           |
| <b>Ctrl + Shift + I</b> | Open the inbox                            |
| <b>Ctrl + Shift + K</b> | Add a new task                            |
| <b>Ctrl + Shift + C</b> | Create a new contact                      |
| <b>Ctrl + Shift + J</b> | Create a new journal entry                |

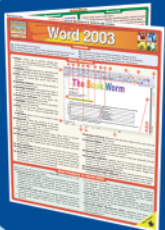
# SPECIAL CHARACTERS

|                      |                         |                         |                      |                      |                        |                        |                      |                      |                      |                      |                      |                         |                      |
|----------------------|-------------------------|-------------------------|----------------------|----------------------|------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| <b>a</b><br>A        | <b>b</b><br>B           | <b>c</b><br>C           | <b>d</b><br>D        | <b>e</b><br>E        | <b>f</b><br>F          | <b>g</b><br>G          | <b>h</b><br>H        | <b>i</b><br>I        | <b>j</b><br>J        | <b>k</b><br>K        | <b>l</b><br>L        | <b>m</b><br>M           | <b>n</b><br>N        |
| <b>o</b><br>O        | <b>p</b><br>P           | <b>q</b><br>Q           | <b>r</b><br>R        | <b>s</b><br>S        | <b>t</b><br>T          | <b>u</b><br>U          | <b>v</b><br>V        | <b>w</b><br>W        | <b>x</b><br>X        | <b>y</b><br>Y        | <b>z</b><br>Z        | <b>A</b><br>Shift+A     | <b>B</b><br>Shift+B  |
| <b>C</b><br>Shift+C  | <b>D</b><br>Shift+D     | <b>E</b><br>Shift+E     | <b>F</b><br>Shift+F  | <b>G</b><br>Shift+G  | <b>H</b><br>Shift+H    | <b>I</b><br>Shift+I    | <b>J</b><br>Shift+J  | <b>K</b><br>Shift+K  | <b>L</b><br>Shift+L  | <b>M</b><br>Shift+M  | <b>N</b><br>Shift+N  | <b>O</b><br>Shift+O     | <b>P</b><br>Shift+P  |
| <b>Q</b><br>Shift+Q  | <b>R</b><br>Shift+R     | <b>S</b><br>Shift+S     | <b>T</b><br>Shift+T  | <b>U</b><br>Shift+U  | <b>V</b><br>Shift+V    | <b>W</b><br>Shift+W    | <b>X</b><br>Shift+X  | <b>Y</b><br>Shift+Y  | <b>Z</b><br>Shift+Z  | <b>1</b><br>1        | <b>2</b><br>2        | <b>3</b><br>3           | <b>4</b><br>4        |
| <b>5</b><br>5        | <b>6</b><br>6           | <b>7</b><br>7           | <b>8</b><br>8        | <b>9</b><br>9        | <b>0</b><br>0          | <b>!</b><br>Shift+1    | <b>@</b><br>Shift+2  | <b>#</b><br>Shift+3  | <b>\$</b><br>Shift+4 | <b>%</b><br>Shift+5  | <b>^</b><br>Shift+6  | <b>&amp;</b><br>Shift+7 | <b>*</b><br>Shift+8  |
| <b>(</b><br>Shift+9  | <b>)</b><br>Shift+0     | <b>,</b><br>,           | <b>.</b><br>.        | <b>;</b><br>;        | <b>:</b><br>Shift+;    | <b>-</b><br>-          | <b>/</b><br>/        | <b>?</b><br>Shift+/  | <b>'</b><br>'        | <b>"</b><br>Shift+'  | <b>¡</b><br>Alt+0161 | <b>¿</b><br>Alt+0191    | <b>—</b><br>Alt+0173 |
| <b>+</b><br>Shift+=  | <b>×</b><br>Alt+0215    | <b>÷</b><br>Alt+0247    | <b>=</b><br>=        | <b>±</b><br>Alt+0177 | <b>&lt;</b><br>Shift+, | <b>&gt;</b><br>Shift+. | <b>[</b><br>[        | <b>]</b><br>]        | <b>{</b><br>Shift+[  | <b>}</b><br>Shift+]  | <b>'</b><br>Alt+0145 | <b>'</b><br>Alt+0146    | <b>"</b><br>Alt+0147 |
| <b>"</b><br>Alt+0148 | <b>&lt;</b><br>Alt+0139 | <b>&gt;</b><br>Alt+0155 | <b>«</b><br>Alt+0171 | <b>»</b><br>Alt+0187 | <b>,</b><br>Alt+0130   | <b>"</b><br>Alt+0132   | <b>—</b><br>Alt+0151 | <b>~</b><br>Shift+`  | <b>\</b><br>\        | <b> </b><br>Shift+\  | <b>_</b><br>Shift+ - | <b>...</b><br>Alt+0133  | <b>°</b><br>Alt+0176 |
| <b>·</b><br>Alt+0183 | <b>•</b><br>Alt+0149    | <b>ä</b><br>Alt+0228    | <b>â</b><br>Alt+0226 | <b>á</b><br>Alt+0225 | <b>à</b><br>Alt+0224   | <b>ã</b><br>Alt+0227   | <b>å</b><br>Alt+0229 | <b>ë</b><br>Alt+0235 | <b>ê</b><br>Alt+0234 | <b>é</b><br>Alt+0233 | <b>è</b><br>Alt+0232 | <b>ï</b><br>Alt+0239    | <b>î</b><br>Alt+0238 |
| <b>í</b><br>Alt+0237 | <b>ì</b><br>Alt+0236    | <b>ö</b><br>Alt+0246    | <b>ô</b><br>Alt+0244 | <b>ó</b><br>Alt+0243 | <b>ò</b><br>Alt+0242   | <b>õ</b><br>Alt+0245   | <b>ü</b><br>Alt+0252 | <b>û</b><br>Alt+0251 | <b>ú</b><br>Alt+0250 | <b>ù</b><br>Alt+0249 | <b>Ä</b><br>Alt+0196 | <b>Â</b><br>Alt+0194    | <b>Á</b><br>Alt+0193 |
| <b>À</b><br>Alt+0192 | <b>Ã</b><br>Alt+0195    | <b>Å</b><br>Alt+0197    | <b>Ë</b><br>Alt+0203 | <b>Ê</b><br>Alt+0202 | <b>É</b><br>Alt+0201   | <b>È</b><br>Alt+0200   | <b>Ï</b><br>Alt+0207 | <b>Î</b><br>Alt+0206 | <b>Í</b><br>Alt+0205 | <b>Ì</b><br>Alt+0204 | <b>Ö</b><br>Alt+0214 | <b>Ô</b><br>Alt+0212    | <b>Ó</b><br>Alt+0211 |
| <b>Ò</b><br>Alt+0210 | <b>Õ</b><br>Alt+0213    | <b>Ü</b><br>Alt+0220    | <b>Û</b><br>Alt+0219 | <b>Ú</b><br>Alt+0218 | <b>Ù</b><br>Alt+0217   | <b>ç</b><br>Alt+0231   | <b>Ç</b><br>Alt+0199 | <b>ñ</b><br>Alt+0241 | <b>Ñ</b><br>Alt+0209 | <b>ø</b><br>Alt+0248 | <b>Ø</b><br>Alt+0216 | <b>ß</b><br>Alt+0223    | <b>æ</b><br>Alt+0230 |
| <b>Æ</b><br>Alt+0198 | <b>œ</b><br>Alt+0156    | <b>Œ</b><br>Alt+0140    | <b>ÿ</b><br>Alt+0255 | <b>Ÿ</b><br>Alt+0159 | <b>ª</b><br>Alt+0170   | <b>º</b><br>Alt+0186   | <b>”</b><br>Alt+0168 | <b>^</b><br>Alt+0136 | <b>'</b><br>Alt+0180 | <b>`</b><br>Alt+0180 | <b>~</b><br>Alt+0152 | <b>-</b><br>Alt+0175    | <b>ˆ</b><br>Alt+0184 |
| <b>£</b><br>Alt+0163 | <b>¥</b><br>Alt+0165    | <b>f</b><br>Alt+0131    | <b>¢</b><br>Alt+0162 | <b>¤</b><br>Alt+0164 | <b>©</b><br>Alt+0169   | <b>®</b><br>Alt+0174   | <b>™</b><br>Alt+0153 | <b>%</b><br>Alt+0137 | <b>µ</b><br>Alt+0181 | <b>§</b><br>Alt+0167 | <b>†</b><br>Alt+0134 | <b>‡</b><br>Alt+0135    | <b>¶</b><br>Alt+0182 |

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

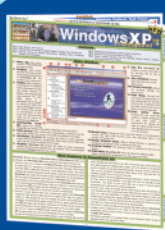
Do a **QuickStudy**  
by BarCharts  
Laminated Reference Guides

**easy**



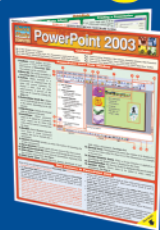
**reading**

**fast**



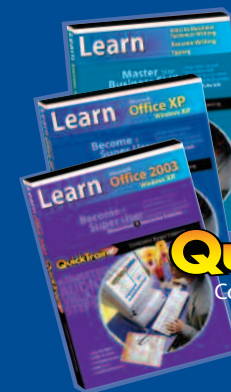
**access**

**tough**



**lamination**

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