

Function keys

- **F1: Universal help key, sometimes also used to open the Task Pane.**
- **F2: In Windows, commonly used to rename.**
- **F3: Often opens a search feature. Also generally used to cancel any running installation.**
- **F4: Open find window. Alt + F4 will close the program currently active in Microsoft Windows.**
- **F5: In all modern browsers, F5 refreshes/reload the page. Open the find/ replace/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. Used to save file in MS-DOS.**



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- **F7: Commonly used to spell check and grammar check a document in Microsoft office programs.**
- **F8: Generally used to enter the Windows start-up menu while booting.**
- **F9: Opens the Measurements toolbar in Quark 5.0 (DTP). Update the Inbox in Lotus Notes.**
- **F10: In Microsoft Windows activates the menu bar of an open application.**
- **F11: Full-screen mode in all modern Internet browsers.**
- **F12: Open the Save as window in Microsoft Word.**



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MS-Excel shortcut keys

PARTICULARS

- ☐ EDIT THE ACTIVE CELL
- ☐ CREATE A CHART
- ☐ INSERT CELL COMMENT
- ☐ FUNCTION DIALOGUE BOX
- ☐ INSERT A NEW WORKSHEET
- ☐ NAME MANAGER DIALOGUE BOX
- ☐ VISUAL BASIC EDITOR
- ☐ MACRO DIALOGUE BOX
- ☐ HIDE THE SELECTED COLUMNS
- ☐ UNHIDE THE COLUMNS
- ☐ HIDE THE SELECTED ROWS
- ☐ UNHIDE THE ROWS
- ☐ SELECT ALL CELLS WITH COMMENT

KEYS

F₂
F₁₁
SHIFT + F₂
SHIFT + F₃
SHIFT + F₁₁
CTRL + F₃
ALT + F₁₁
ALT + F₈
CTRL + 0
CTRL + SHIFT + 0
CTRL + 9
CTRL + SHIFT + 9
CTRL + SHIFT + O



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MS-Excel shortcut keys

PARTICULARS

KEYS

<input type="checkbox"/>	DOWN FILL	CTRL + D
<input type="checkbox"/>	RIGHT FILL	CTRL + R
<input type="checkbox"/>	ENTER SUM FUNCTION IN CELL	ALT + =
<input type="checkbox"/>	EURO SYMBOL	ALT + 0128
<input type="checkbox"/>	CENT SYMBOL	ALT + 0162
<input type="checkbox"/>	POUND SYMBOL	ALT + 0163
<input type="checkbox"/>	YEN SYMBOL	ALT + 0165
<input type="checkbox"/>	ENTER NEW LINE IN ACTIVE CELL	ALT + ENTER
<input type="checkbox"/>	CURRENT DATE	CTRL + ;
<input type="checkbox"/>	CURRENT TIME	CTRL + SHIFT + ;
<input type="checkbox"/>	SHOW FORMULA	CTRL + `
<input type="checkbox"/>	SELECT ENTIRE COLUMN	CTRL + SPACEBAR
<input type="checkbox"/>	SELECT ENTIRE ROW	SHIFT + SPACEBAR



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MS-Excel shortcut keys

PARTICULARS

KEYS

<input type="checkbox"/>	APPLIES NUMBER FORMAT	CTRL + SHIFT + !
<input type="checkbox"/>	APPLIES CURRENCY FORMAT	CTRL + SHIFT + \$
<input type="checkbox"/>	APPLIES PERCENTAGE FORMAT	CTRL + SHIFT + %
<input type="checkbox"/>	APPLIES EXPONENTIAL FORMAT	CTRL + SHIFT + ^
<input type="checkbox"/>	APPLIES GENERAL NO. FORMAT	CTRL + SHIFT + ~
<input type="checkbox"/>	APPLIES TIME FORMAT	CTRL + SHIFT + @
<input type="checkbox"/>	APPLIES DATE FORMAT	CTRL + SHIFT + #
<input type="checkbox"/>	APPLIES OUTLINE BORDER	CTRL + SHIFT + &
<input type="checkbox"/>	REMOVE OUTLINE BORDER	CTRL + SHIFT + _



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MS-Excel shortcut keys

- **F2:** Edit the selected cell.
- **F5:** Ask for a specific cell. For example, C6.
- **F7:** Spell check selected text and/or document.
- **F11:** Create chart in a new tab.
- **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/Ctrl + F:** 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:** Strike through highlighted selection.



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MS-Word shortcut keys

- Ctrl + B: Bold highlighted selection.
- 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 + R: Aligns the line or selected text to the right of the screen.
- Ctrl + M: Indent the paragraph.
- Ctrl + T: Justification bar move right.
- Ctrl + U: Underline highlighted selection.
- Ctrl + Y: Redo the last action performed.
- Ctrl + Z: Undo last action.
- Ctrl + Shift + F: Change the font.
- Ctrl +]/[- Increase/decrease selected font +1pts.



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MS-Word shortcut keys (c..)

- Ctrl + Del: Deletes one word to right of cursor.
- Ctrl + Backspace: Deletes one 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: Clear the format of highlighted text to the default.
- Ctrl + 1/2/5: 1.0/2.5/1.5 line spacing respectively.
- Ctrl + Alt + 1/2/3: Changes text to heading 1/2/3 respectively.
- Ctrl + F1: Open the Task Pane.
- F1: Open Help.
- Alt + Ctrl + F2: Open new document.
- Ctrl + Shift + >/< - Increase/decrease selected font +1pts up to 12pt and then increases font +2pts.
- Ctrl + left arrow/right arrow: Moves one word to the left/right.
- Ctrl + up arrow/down arrow: Moves up/down from the beginning of the line or paragraph.



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MS-Word shortcut keys (c..)

- Shift + F3: Change case (Upper/Lower/Title).
- Shift + Insert: Paste.
- F4: Repeat the last action performed (Word 2000+)
- F5: Open the find, replace, and go to window.
- Ctrl + Shift + F6: Opens to another open Microsoft Word document.
- F7: Spell and grammar check selected text and/or document.
- Shift + F7: Runs a Thesaurus (byword) check on the word highlighted.
- F12: Save as.
- Shift + F12: Save.
- Ctrl + Shift + F12: Prints the document.
- Alt + Shift + D: Insert the current date.
- Alt + Shift + T: Insert the current time.
- Ctrl + F2: Display the print preview.
- Ctrl + Shift + F9: Remove the hyperlink of selected item.



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Windows shortcut keys

- **Alt + Tab:** Switch between open applications.
- **Alt + double-click:** Display the properties of the object.
- **Alt + Print Screen:** Create a screen shot only for the program you are currently in.
- **Ctrl + Print Screen/Print Screen:** Creates a screen shot of the entire screen
- **Ctrl + Alt + Del:** Reboot the computer and/or bring up the Windows task manager.
- **Ctrl + Shift + Esc:** Immediately bring up the Windows task manager.
- **Ctrl + Esc:** Bring up the Windows Start menu.
- **Alt + Esc:** Switch Between open applications on taskbar.
- **F3:** Starts find from desktop.
- **F5:** Refresh Contents to where you were on the page.
- **Shift + F10:** Same as right-click on selected item.
- **F4:** Select a different location to browse in the Windows Explorer toolbar.
- **Right Shift key for 8 seconds:** Turn filter key on/off (repeat rate).



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Windows shortcut keys (c..)

- **WINKEY:** Open Start.
- **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).
- **Num Lock for 5 seconds:** Turn toggle key on/off (make sound).
- **Ctrl + Mouse scroll wheel:** Zoom in/Zoom out.



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Windows shortcut keys (c..)

- **Alt + Enter:** Opens properties window of selected icon or program.
- **Shift + Del:** Delete files without throwing them into the Recycle bin.
- **Alt + Down arrow:** Display all available options on drop down menu.
- *** (on the keypad):** Expands all folders on the currently selected folder or drive in Windows Explorer.
- **+** (on the keypad): Expands only the currently selected folder in Windows Explorer.
- **- (on the keypad):** Collapses the currently selected folder in Windows Explorer.
- **Alt + F4:** Closes Current open program.
- **Ctrl + F4:** Closes single window in Program.
- **F6:** Move cursor to different Windows Explorer pane (similar as tab).
- **Alt + Spacebar:** Drops down the main window control menu.
- **Left Alt + Left Shift + PrtScr:** Turn high contrast on/off.
- **Left Alt + Left Shift + Num Lock:** Turn mouse key on/off.
- **Shift 5 times:** Turn sticky key on/off (no need to press keys together).
- **Shift when you insert CD:** Stop automatically play.



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T* WINDOWS® SHORTCUT KEYS

Switch between open applications
Switch backwards between open applications
Create screen shot for current program
Reboot/Windows® task manager
Bring up start menu
Switch between applications on taskbar
Rename selected icon
Start find from desktop
Open the drive selection when browsing
Refresh contents
Close current open program
Close window in program
Automatically adjust widths of all columns in Windows Explorer
Open properties window of selected icon or program
Simulate right-click on selected item

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

Run command shortcuts

- Calculator: calc
- Character Map: charmap
- Command Prompt: cmd
- Date and Time Properties: timedate.cpl
- Disk Cleanup Utility: cleanmgr
- Control Panel: control
- Display Properties: control desktop/desk.cpl
- Fonts: control fonts/fonts
- Internet Properties: inetcpl.cpl
- Log out Windows: logoff
- Network Connections: control netconnections/ncpa.cpl
- Notepad: notepad
- On Screen Keyboard: osk
- Printers and Faxes: control printers/printers
- Regional Settings: intl.cpl



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Run command shortcuts (c..)

- Remote Desktop: mstsc
- Services: services.msc
- Shut Down Windows: shutdown
- Sounds and Audio: mmsys.cpl
- System Properties: sysdm.cpl
- Task Manager: taskmgr
- Windows Update Launch: wupdmgr
- Wordpad: write
- MS-Word: winword
- MS-Excel: excel
- MS-Outlook: outlook
- MS-Powerpoint: powerpnt
- Microsoft Picture Manager: ois
- Windows Explorer: explorer
- Opens your home drive: %homedrive%



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MacOS shortcut keys

- **Open Apple + ? : Mac help**
- **Open Apple + M : Minimize window**
- **Open Apple + N : New finder window**
- **Open Apple + Shift + N : New folder**
- **Open Apple + W : Close the current window.**
- **Open Apple + C : Copy the elected item to the clipboard.**
- **Open Apple + X : Cut the selected item.**
- **Open Apple + V : Paste item from the clipboard.**
- **Open Apple + L : Make alias.**
- **Open Apple + T : Add to favorites.**
- **Open Apple + O : Open the selected icon.**
- **Open Apple + F : Display the find dialog box.**
- **Open Apple + G : Repeat the last find operation.**



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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)

Linux shortcut keys

- **Ctrl + Alt + F1...F6:** Switch among the text terminals.
- **Ctrl + Alt + F7...F12:** Switch to GUI mode.
- **Tab:** Auto-complete the command.
- **Up/Down Arrow:** Show previous/next command history.
- **Ctrl + Alt + (+)/(-):** Increase/decrease the screen resolution (GUI).
- **Ctrl + Alt + Del:** Restart the system.
- **Ctrl + C:** Kill the current process.
- **Ctrl + D:** Log off from current terminal.
- **Ctrl + Z:** Send the current process to the background.
- **Ctrl + Tab:** Go to the next virtual desktop (GUI).
- **Ctrl + Shift + Tab:** Go to the previous virtual desktop (GUI).
- **Ctrl + Alt + L:** Lock the desktop (GUI).
- **Ctrl + S:** Stop the transfer process to the terminal.
- **Ctrl + Q:** Resume the transfer process.
- **Shift + Page up/down:** Go to top/bottom of the terminal.



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IE/Mozilla shortcut keys

- Alt + Left Arrow/Backspace: Back a page.
- Alt + Right Arrow: Forward a page.
- F5/Ctrl + R: 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 microsoft in the address bar and press CTRL + ENTER to get <http://www.microsoft.com>.
- Ctrl + D: Add a Favorite for the page currently opened.
- F4: Opens the drive selection when browsing.
- Ctrl + I: Display available bookmarks.
- Ctrl + N: Open New browser window.
- Ctrl + H: Open the History bar.



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IE/Mozilla shortcut keys (c..)

- Shift + Enter: Complete a .net instead of a .com address (Mozilla).
- Ctrl + Shift + Enter: Complete a .org address (Mozilla).
- Ctrl + Shift + Del: Open the Clear Data window to quickly clear private data.
- Ctrl + J: Display the download window (Mozilla).
- Ctrl + F4/Ctrl + W: Closes the currently selected tab.
- Ctrl + Shift + T: Undo the close of a window (Mozilla).
- Ctrl + T: Opens a new tab.
- Ctrl + F4: Closes the currently selected tab.
- Ctrl + Tab: Moves through each of the open tabs.
- Alt + Down arrow: Display all previous text entered in a text box and/or available options on drop down menu.
- Alt + D: Highlights the text in the address bar.
- Ctrl + B: Open the Organize Favorites dialog box.
- Ctrl + E: Open the Search bar.
- Ctrl + F: Start the Find utility



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Outlook shortcut keys

- Home/End: Select the first/last contact in the list.
- Up/Down arrow: Move to the previous/next mail/card.
- Ctrl + Spacebar: Select/deselect the current card.
- Ctrl + Shift + up/down arrow: Selection of the previous/next card.
- Shift + page up/page down: Selection up to first/last page.
- Shift + Home/End: Same as above.
- Ctrl + Home/End: Move to the first/last mail/card.
- Left key/Right key: Collapse/Expand current section.
- Ctrl + Shift + D: Display new call dialog box.
- F11: Go to find contact box.



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Microsoft Keyboard Shortcuts

	Open or close the Start menu
 +D	Display the desktop
 +E	Open Computer
 +F	Search for a file or folder
 +G	Cycle through Sidebar gadgets
 +L	Lock your computer (if you are connected to a network domain), or switch users (if you're not connected to a network domain)
 +M	Minimize all windows
 +R	Open the Run dialog box
 +T	Cycle through programs on the taskbar
 +U	Open Ease of Access Center
 +X	Open Windows Mobility Center
 +TAB	Cycle through programs on the taskbar by using Windows Flip 3-D
 +BREAK	Display the System Properties dialog box
 +SPACEBAR	Bring all gadgets to the front and select Windows Sidebar
 +SHIFT+M	Restore minimized windows to the desktop
CTRL+  +F	Search for computers (if you are on a network)
CTRL+  +TAB	Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

How to create own short key

- Open the folder or directory that contains the program you wish to create a shortcut for.
- Right-click on the program and click Create Shortcut.
- This will create a shortcut in the directory you are in. If you wish to rename this shortcut, right-click the file and click rename.
- Cut this shortcut and paste it anywhere to execute this program.
- Right-click the shortcut and click Properties.
- Click the Shortcut tab.
- Click in the Shortcut key box and press a letter. For example, if you press "G" the shortcut key will automatically be made Ctrl + Alt + G.
- Now click on Apply and then OK.
- Now use Ctrl + Alt + G to open that program.



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