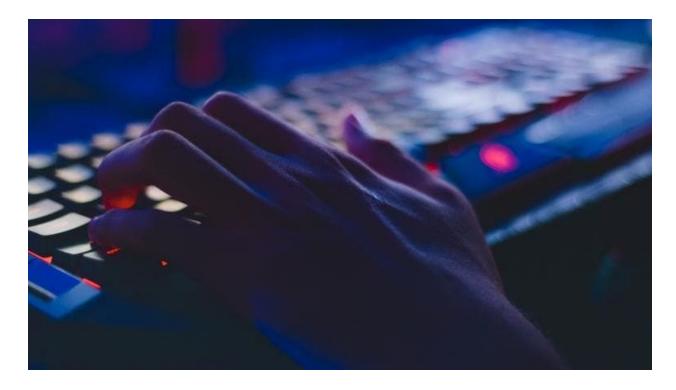# Computer shortcut keys everyone should know:

quicker method of using computer programs.

Here is a list of computer shortcut keys! (Photo by Soumil Kumar from Pexels)

There is no doubt in saying that computers have become a very important part of daily life!

If you are a frequent computer user then you must know about the keyboard shortcut keys.

Basically, a computer shortcut is a set of one or more keys that invoke a command in

software or an operating system. So, you can increase your productivity by invoking

commands with a few keystrokes, otherwise, it will be accessible only through a menu, a

mouse, or through any other aspect.

A computer short cut keys function quickly and make your work easy.

Here is a list of commonly used short-cut keys that can provide an easier and quicker
method of using computer programs:

List of basic computer shortcut keys:

- Alt + F--File menu options in the current program.
- Alt + E--Edits options in the current program.
- F1--Universal help (for any sort of program).
- Ctrl + A--Selects all text.
- Ctrl + X--Cuts the selected item.
- Ctrl + Del--Cut selected item.
- Ctrl + C--Copy the selected item.
- Ctrl + Ins-- Copy the selected item.
- Ctrl + V--Paste the selected item.
- Shift + Ins -- Paste the selected item.
- Home -- Takes the user to the beginning of the current line.
- Ctrl + Home--Go to the beginning of the document.
- End -- Go to the end of the current line.
- Ctrl + End -- Go to the end of a document.
- Shift + Home -- Highlight from current position to beginning of the line.
- Shift + End -- Highlight from current position to end of the line.
- Ctrl + (Left arrow) -- Move one word to the left at a time.
- Ctrl + (Right arrow) -- Move one word to the right at a time.

Microsoft Windows shortcut keys list

- Alt + Tab -- Switch between open applications.
- Alt + Shift + Tab -- Switch backward between open applications.
- Alt + Print Screen -- Create screenshot for the current program.
- Ctrl + Alt + Del -- Reboot/Windows task manager.
- Ctrl + Esc -- Bring up the start menu.
- Alt + Esc -- Switch between applications on the taskbar.
- F2 -- Rename selected icon.
- F3 -- Start find from the 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 Boot up -- Boot safe mode or bypass system files.

- Holding Shift During Boot up -- When putting in an audio CD, will prevent CD Player from playing.

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 -- Italicise 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 + [-- Decrease selected font -1.
- Ctrl + Shift + * -- View or hide non printing characters.
- Ctrl + (Left arrow) -- Move one word to the left.
- Ctrl + (Right arrow) -- Move one word to the right.
- Ctrl + (Up arrow) -- Move to the beginning of the line or paragraph.
- Ctrl + (Down arrow) -- Move to the end of the paragraph.
- Ctrl + Del -- Delete word to the right of the cursor.
- Ctrl + Backspace -- Delete word to the left of the cursor.
- Ctrl + End -- Move cursor to end of the document.

- Ctrl + Home -- Move cursor to the beginning of the 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 the 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 the search box
- Ctrl + A -- Select all contents of a 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 the formula to sum all of the above cells.
- Ctrl + -- Insert the value of above cell into the 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 + (Right arrow) -- 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.

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 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 -- Open the system properties window.
- WINKEY + U -- Open utility manager.
- WINKEY + L -- Lock the computer (Windows XP & later).