

**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