Computer Shortcuts

Shortcut keys Concept:

Shortcuts keys help provide an easier and usually quicker method of navigating and using computer software programs. Shortcut keys are commonly accessed by using the *Alt* (on IBM compatible computers), *command key* (on Apple computers), *Ctrl*, or *Shift* in conjunction with a single letter.

Basic PC shortcut keys:

The below basic shortcut keys are a listing of shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of the below shortcut keys or try to memorize the below keys. Doing so will dramatically increase your productivity.

Shortcut Keys	Function
Alt + F	Files menu options in current program.
Alt + E	Edits options in current program
F1	Universal Help in almost every Windows program.
Ctrl + A	Selects all text.
Ctrl + F	Opens find window for current document or window.
Ctrl + X	Cuts selected item.
Shift + Del	Cuts selected item.
Ctrl + C	Makes Copy of selected text/item.
Ctrl + Ins	Makes Copy of selected text/item
Ctrl + V	Paste
Shift + Ins	Paste
Ctrl + P	Prints the current page or document.
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.

Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.

Top 10 keyboard shortcuts keys:

Ctrl + C or Ctrl + Insert: To copy the highlighted text or selected item.

Ctrl + V or Shift + Insert: To paste the text or object that's in the clipboard.

Ctrl + Z and Ctrl + Y: To undo any change. For example, if you cut text, pressing of this key will undo it. This can also often be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would redo the undo.

Ctrl + F: Open the Find in any program. This includes your Internet browser to find text on the current page.

Alt + Tab or Alt + Esc: To quickly switch between open programs moving forward.

Tip: Press **Ctrl + Tab** to switch between tabs in a program.

Tip: Adding the **Shift key** to Alt + Tab or Ctrl + Tab will move backwards. For example, if you are pressing Alt + Tab and pass the program you want to switch to, press Alt + Shift + Tab to move backwards to that program.

Tip: Windows Vista and 7 users can also press the **Windows Key** + Tab to switch through open programs in a full screenshot of the Window.

Ctrl + Back space and Ctrl + Left or Right arrow
Pressing Ctrl + Backspace will delete a full word at a time instead of a single character.

Holding down the **Ctrl** key while pressing the left or right arrow will move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down Ctrl + Shift and then press the left

or right arrow key to move one word at a time in that direction while highlighting each word.

Ctrl + S

While working on a document or other file in almost every program pressing Ctrl + S will save that file. This shortcut key should be used frequently anytime you're working on anything important.

Ctrl + Home or Ctrl + End

Move the cursor to the beginning or end of a document.

Ctrl + P

Print the page being viewed. For example, the document in Microsoft Word or the web page in your Internet browser.

Page up, Space bar, and Page Down

Pressing either the **page up** or **page down** key will move that page one page at a time in that direction. When browsing the Internet pressing the **space bar** will also move the page down one page at a time. If you press Shift and the Space bar the page will go up a page at a time.

Tip: If you are using the space bar to go down one page at a time press the Shift key and space bar to go up one page at a time.

Shortcut keys from F1 through F12 keys:

F1

Almost always used as the help key, almost every program will open the help screen when this key is pressed.

- Enter **CMOS Setup**.
- **Windows Key** + F1 would open the Microsoft Windows help and support center.

F2

In all versions of Windows, F2 renames a highlighted **icon**, **file** or **folder**.

- Alt + Ctrl + F2 opens document window in **Microsoft Word**.
- Ctrl + F2 display the print preview window in Microsoft Word.
- Quickly **rename** a selected file or folder.
- Enter **CMOS Setup**.

F3

This key often opens a search feature for many programs including Microsoft Windows in the **Windows Desktop**.

- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
- **Windows Key** + F3 opens the Advanced find window in Microsoft Outlook.

F4

This key opens the **address bar** in **Windows Explorer** and **Internet Explorer**.

- Repeat the last action performed (Word 2000 +)
- Alt + F4 will close the program window currently active in Microsoft Windows.
- Ctrl + F4 will close the open window within the current active window in Microsoft Windows.

F5

In all modern **Internet browsers**, pressing F5 will **refresh** or reload the page or document window.

- Open the find, replace, and go to window in Microsoft Word.

- Starts a slideshow in PowerPoint.

F6

It moves the cursor to the **Address bar** in **Internet Explorer**, **Mozilla Firefox**, and most other Internet browsers.

- Ctrl + Shift + F6 open to another open Microsoft Word document.

F7

It is commonly used to **spell check** and **grammar check** a document in Microsoft programs such as Microsoft Word, Outlook, etc.

- Shift + F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret browsing in Mozilla Firefox.

F8

This function key used to enter the Windows startup menu, commonly used to access Windows **Safe Mode**.

F9

- Opens the Measurements toolbar in Quark 5.0.
- With Mac OS 10.3 or later shows all open Windows.
- Using the **Fn key** and F9 at the same time will open **Mission Control** on an Apple computer running Mac OS X.

F10

In Microsoft Windows, F10 activates the **menu bar** of an open application.

- Shift + F10 is the same as **right clicking** on a highlighted icon, file or Internet link.
- Access the **hidden recovery partition** on HP and Sony computers.
- Enter **CMOS Setup**.
- With Mac OS 10.3 or later shows all open Windows for active program.

F11

This key gives Full-screen mode in all modern Internet browsers.

- Ctrl + F11 as computer is starting to access the **hidden recovery partition** on many Dell computers.
- Access the **hidden recovery partition** on eMachines, Gateway and Lenovo computers.
- With Mac OS 10.4 or later hides all open windows and shows the **Desktop**.

F12

This key opens the *Save as* window in Microsoft Word.

- Shift + F12 save the Microsoft Word document.
- Ctrl + Shift + F12 print a document in Microsoft Word.
- Preview a page in Microsoft Expression Web
- Open **Firebug**.
- With an Apple running Mac OS 10.4 or later F12 will show or hides the **Dashboard**.

General Windows keyboard shortcuts:

Alt + Tab
Switches between open applications in all versions of Windows. Reverse the direction by pressing **Alt + Shift + Tab** at the same time.

Ctrl + Tab
Switches between program groups, tabs or document windows in applications that support this feature. Reverse the direction by pressing **Ctrl + Shift + Tab** at the same time.

Alt + double-click

Displays the properties of the object you **double click** on in Windows 95 and later. For example, doing this on a file would display its properties.

Alt + Print Screen

Creates a **screen shot** only for the active program window in all versions of Windows. For example, if you opened the calculator and did this only the calculator window would be created as a screen shot. If just the **Print Screen key** is pressed the whole screen will be made into a screen shot.

Ctrl + Alt + Del

Opens the Windows option screen for locking computer, switching user, Task Manager etc. in later versions of Windows. Pressing Ctrl + Alt + Del multiple times will **reboot** the computer.

Ctrl + Shift + Esc

Immediately brings up the Windows **Task Manager** in Windows 2000 and later.

Ctrl + Esc

Opens the Windows **Start menu** in most versions of Windows. In Windows 8 this will open the **Start screen** and in Windows 3.x this would bring up the Task Manager.

Alt + Esc

Switches between open applications on **Taskbar** in Windows 95 and later.

Alt + Space bar

Drops down the window control menu for the currently open Windows program in Windows 95 and later.

Alt + Enter

Opens **properties** window of selected icon or program in Windows 95 and later.

Shift + Del

Deletes any file or other object without throwing it into the **Recycle Bin** in Windows 95 and later.

Hold down the Shift key

When inserting an audio CD or other CD which uses **Auto play**, holding down the Shift key will prevent that CD from playing.

Windows Function key shortcuts:

Below is a listing of keyboard shortcuts that use the **keyboard function keys**. See, **what are F1 through F12 keys** page for a full listing of what function keys do with all other programs.

F1

Activates help for current open application. If you're at the Windows Desktop, this will activate the help for Windows.

F2

Renames a highlighted **icon**, **file** or **folder** in all versions of Windows.

F3

Starts find or search board in **Windows Desktop** in all versions of Windows.

Windows keyboard key shortcuts:

Below is a listing of Windows keys that can be used on computers running a Microsoft Windows 95 or later and using a keyboard with a **Windows key**. In the below list of shortcuts, the Windows key is represented by "WINKEY" and because not all these shortcuts will work in all versions of Windows we've mentioned what versions of Windows support each Windows key shortcut key.

WINKEY

Pressing the Windows key alone will open or hide the Windows **Start menu**. In Windows 8, this will open or hide the **Start screen**.

WINKEY + F1

Opens the Microsoft Windows help and support center.

WINKEY + Pause / Break key

Opens the System Properties window.

WINKEY + D

Opens the Desktop to the top of all other windows.

WINKEY + E

Opens Microsoft Windows Explorer.

WINKEY + F

Displays the Windows Search or Find feature.

WINKEY + Ctrl + F

Displays the search for computers window.

WINKEY + L

Locks the computer and switch users if needed (Windows XP and above only).

WINKEY + M

Minimizes all windows.

WINKEY + Shift + M

Undo minimize done by **WINKEY + M and WINKEY + D.**

WINKEY + R

Opens the **run** window.

WINKEY + U

Opens Utility Manager or the Ease of Access Center.

Only for Windows 7 and 8

WINKEY + 1-0

Pressing the Windows key and any of the top row number keys from 1 to 0 will open the program corresponding to the number of icon on the **Taskbar**. For example, if the first icon on the Taskbar was Internet Explorer pressing **WINKEY + 1** would open that program or switch to it if already open.

WINKEY + (Plus (+) or Minus (-))

Opens Windows Magnifier and zoom in with the plus symbol (+) and zoom out with the minus symbol (-).

Press the **WINKEY + ESC** to close the Magnifier

WINKEY + Home
Minimizes all windows except the active window.

WINKEY + P
Changes between the monitor and projection display types or how second screen displays computer screen.

WINKEY + T
Sets the focus on the Taskbar icons

WINKEY + Left arrow
Shrinks the window to 1/2 screen on the left side for side by side viewing.

WINKEY + Right arrow
Shrinks the window to 1/2 screen on the right side for side by side viewing.

WINKEY + Up arrow
When in the side by side viewing mode, this shortcut takes the screen back to full size.

WINKEY + Down arrow
Minimizes the screen. Also, when in the side by side viewing mode, this shortcut takes the screen back to a minimized size.

Windows 8 only

WINKEY + ,
Peeks at the Windows Desktop.

WINKEY + .

Snaps a Windows App to the sides of the screen. Pressing it multiple times will switch between the right and left-hand side of the screen or unsnap the app.

WINKEY + Enter
Opens Windows Narrator

WINKEY + C
Opens the **Charms**.

WINKEY + G
Cycles through Desktop gadgets.

WINKEY + H
Opens Share in Charms.

WINKEY + I
Opens the Settings in Charms.

WINKEY + J
Switches between snapped apps.

WINKEY + K
Opens the Devices in Charms.

WINKEY + O
Locks the screen orientation.

WINKEY + X
Open the power user menu, which gives you access to many of the features most power users would want to use such as Device Manager, Control Panel, Event Viewer, Command Prompt, and much more.

Mozilla Firefox shortcut keys:

Shortcut Keys	Description
Alt + Home	Opens your home page.
Alt + Left Arrow	Goes back a page.

Alt + Right Arrow	Goes forward a page.
F5	Refreshes the current page, frame, or tab.
F11	Displays the current website in full screen mode. Pressing F11 again will exit this mode
Esc	Stops page or download from loading.
Ctrl + (- or +)	Increases or decreases the font size, pressing '-' will decrease and '+' will increase. Ctrl + 0 will reset back to default.
Ctrl + Enter	Quickly completes an address. For example, type sakshieducation.com in the address bar and press CTRL + ENTER to get http://www. sakshieducation.com
Ctrl + Shift + Del	Opens the Clear Data window to quickly clear private data.
Ctrl + D	Adds a bookmark for the page currently opened.
Ctrl + I	Displays available bookmarks.
Ctrl + J	Displays the download window.
Ctrl + K or Ctrl + E	Moves the cursor to the search box.
Ctrl + N	Opens New browser window.
Ctrl + P	Prints current page or frame.
Ctrl + T	Opens a new tab.
Ctrl + F4 or Ctrl + W	Closes the currently selected tab.
Ctrl + Shift + T	Undo the close of a window.
Ctrl + Tab	Moves through each of the open tabs.
Spacebar	Moves down a page at a time.
Shift + Spacebar	Moves up a page at a time.
Alt + Down arrow	Displays all previous text entered in a text box and available options on drop down menu.

Internet Explorer shortcut keys:

Shortcut Keys	Description
Ctrl + 0	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Selects all contents of the page.
Ctrl + B	Bolds highlighted selection.

Ctrl + C	Makes Copy of selected text.
Ctrl + D	Opens the font preferences window.
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 + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [	Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl + ' + e** as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.

Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes 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	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the Task Pane.
Ctrl + F2	Display the print preview.
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spell check and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a soft break instead of a new paragraph.

Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

Microsoft Word shortcut keys:

Shortcut Keys	Description
Ctrl + 0	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Makes Copy of selected text.
Ctrl + D	Open the font preferences window.
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 + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + X	Cut selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a bullet point.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

Ctrl + [	Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + ' + <char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl + ' + e** as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes 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	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the Task Pane.
Ctrl + F2	Display the print preview.
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft

	Word.
F7	Spell check and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a soft break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

Microsoft Excel shortcut keys:

Shortcut Keys	Description
F2	Edit the selected cell.
F3	After a name has been created F3 will paste names.
F4	Repeat last action. For example, if you changed the color of text in another cell pressing F4 will change the text in cell to the same color.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text or document.
F11	Create chart from selected data.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Alt + Enter	While typing text in a cell pressing Alt + Enter will move to the next line allowing for multiple lines of text in one cell.
Shift + F3	Open the Excel formula window.
Shift + F5	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 + 1	Change the format of selected cells.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F3	Open Excel Name Manager.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks or windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
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 + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.
Ctrl + -	Delete the selected column or row.
Ctrl + Shift + =	Insert a new column or row.
Ctrl + Home	Move to cell A1.
Ctrl + ~	Switch between showing Excel formulas or their values in cells.

Microsoft Power Point shortcut keys:

Shortcut Keys	Description
Ctrl + O	Display the File > Open dialogue box to open a file

Ctrl + N	Create a blank new slideshow without displaying the File > New
	dialogue to choose a template
Ctrl + M	Create a new slide (prompts for slide layout)
Ctrl + Shift + M	Creates a new slide like the previous one
Ctrl + S	Save the current open slideshow (if you have not yet saved it this
	will open the Save As dialogue first)
Ctrl + P	Print the slideshow (using print dialogue for settings)
Ctrl + W	Close the current workbook
Ctrl + Z	Undo the last action (also Alt + Backspace)
Ctrl + Y	Re-do (repeat) an action, or put back an undone action
Alt + Tab	Switch between open applications, including multiple open or
	running slideshows (hold Alt and press Tab until the correct
F1	application is chosen, then release Alt) Help!
Ctrl + A	Selects all objects on a slide in slide view, or all slides in slide editor view.
F7	Start spell checker
Ctrl + X / C / V	Cut (X) the current selection, Copy it (C) or Paste it (V)
Ctrl + D	Duplicate the currently selected object(s).
Ctrl + F / H	Open the Find or Replace dialogue box (these are the same as in Word and Excel, only Ctrl + G is missing)
Ctrl + G	2000: Show or hide guides. 2003: Open the Grid and Guides dialogue box to turn on or off snap to grid and alter size of grid
Tab	Select every object on the slide in turn. This is ideal for small objects or ones which are covered by larger items.
Page Up / Down	Moves up or down a slide in the slideshow.
Ctrl + B / I / U	Format text as **bold**, italic or underline. If you have one or more text boxes selected these affect all text in them
Shift + F3	Toggles round: all lower case, Initial Caps and ALL CAPS

Esc	If text in a text box is selected, selects the box instead (easier than trying to click the border). Otherwise deselects the current object.
Ctrl + T	Text formatting dialogue box to change font, size etc.

Microsoft FrontPage shortcut keys:

Shortcut Keys	Description
Ctrl + C	Makes Copy of selected text.
Ctrl + X	Cuts selected text.
Ctrl + P	Pastes selected text.
Ctrl + K	Creates a hyperlink.
Ctrl + B	Bolds highlighted selection.
Ctrl + I	Italicizes highlighted selection.
Ctrl + U	Underlines highlighted selection.
Ctrl + L	Left aligns the text.
Ctrl + R	Right aligns the text.
Ctrl + E	Centers the text.
Ctrl + /	Turns on or off the display of HTML tags.
Ctrl + S	Saves document.
Ctrl + Tab	Switches between open web pages.
Ctrl + Ins	Enters Line break.
Ctrl + Enter	Moves cursor above or below a table.
Ctrl + Shift + B	Previews in web browser window.
Ctrl + Shift + <	Decreases font size.
Ctrl + Shift + >	Increases font size.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Alt + mouse double-click	Views the properties of a selected item. For example, doing this on a table cell would display the properties for that cell.

Microsoft Outlook shortcut keys:

Shortcut Keys	Description

Alt + S	Sends the e-mail
Ctrl + Enter	Sends the e-mail you're composing.
Ctrl + C	Makes Copy of selected text.
Ctrl + X	Cuts the selected text.
Ctrl + P	Prints the selected text.
Ctrl + K	Completes the name or e-mail being typed in the e-mail address bar.
Ctrl + B	Bolds highlighted selection
Ctrl + I	Italicizes the highlighted selection
Ctrl + M	Sends and receives all
Ctrl + U	Underlines highlighted selection
Ctrl + R	Replies an e-mail.
Ctrl + F	Forwards an e-mail.
Ctrl + N	Creates a new e-mail.
Ctrl + Y	To Go to folder.
Ctrl + Shift + A	Creates a new appointment to your calendar.
Ctrl + Shift + O	Opens the Outbox.
Ctrl + Shift + I	Opens the Inbox.
Ctrl + Shift + K	Adds a new task.
Ctrl + Shift + C	Creates a new contact.
Ctrl + Shift + J	Creates a new journal entry.
Ctrl + Shift + V	Moves folder.

Practice Questions:

1. _____ shortcut key is used to open "Find" window for current document or window.

Ans: Ctrl + F

2. _____ or Alt + Esc Shortcut key is used to quickly switch between open programs moving forward.

Ans: Alt + Tab

3. _____ Displays the properties of the object you double-click on in Windows.

Ans: Alt + double-click

4. _____Drops down the window control menu for the currently open Windows.

Ans: Alt + Space bar

5. _____Opens properties window of selected icon or program in Windows.

Ans: Alt + Enter

6. _____Will delete any file or other object without throwing it into the Recycle Bin in Windows.

Ans: Shift + Del

7. _____ shortcut key opens the Desktop to the top of all other windows.

Ans: WINKEY + D

8. _____ shortcut key displays the download window in Firefox.

Ans: Ctrl + J

9. _____ shortcut key closes the currently selected tab in Microsoft Internet Explorer.

Ans: Ctrl + F4

10. _____ MS-Word shortcut key Selects all contents of the page.

Ans: Ctrl + A

11. _____ MS-Excel shortcut key is used to Switch between open workbooks or windows.

Ans: Ctrl + F6

12. _____ shortcut Key in PowerPoint is used to Start spell checker.

Ans: F7