

Very important information

Shortcut Keys System!!

CTRL+A Select All

CTRL+C Copy

CTRL+X Cut

CTRL+V Paste

CTRL+Z Undo

CTRL+B Bold

CTRL+U Underline

CTRL+I Italic

F1 Help

F2 Rename selected object

F3 Find all files

F4 Opens file list drop-down in dialogs

F5 Refresh current window

F6 Shifts focus in Windows Explorer

F10 Activates menu bar options

ALT+TAB Cycles between open applications

ALT+F4 Quit program, close current window

ALT+F6 Switch between current program windows

ALT+ENTER Opens properties dialog

ALT+SPACE System menu for current window

ALT+⇧ opens drop-down lists in dialog boxes

BACKSPACE Switch to parent folder

CTRL+ESC Opens Start menu

CTRL+ALT+DEL Opens task manager, reboots the computer

CTRL+TAB Move through property tabs
CTRL+SHIFT+DRAG Create shortcut (also right-click, drag)
CTRL+DRAG Copy File
ESC Cancel last function
SHIFT Press/hold SHIFT, insert CD-ROM to bypass auto-play
SHIFT+DRAG Move file
SHIFT+F10. Opens context menu (same as right-click)
SHIFT+DELETE Full wipe delete (bypasses Recycle Bin)
ALT+underlined letter Opens the corresponding menu

PC Keyboard Shortcuts

Document Cursor Controls

HOME to beginning of line or far left of field or screen
END to end of line, or far right of field or screen
CTRL+HOME to the top
CTRL+END to the bottom
PAGE UP moves document or dialog box up one page
PAGE DOWN moves document or dialog down one page
ARROW KEYS move focus in documents, dialogs, etc.
CTRL+ > next word
CTRL+SHIFT+ > selects word

Windows Explorer Tree Control

Numeric Keypad * . . . Expand all under current selection
Numeric Keypad + . . . Expands current selection
Numeric Keypad – . . . Collapses current selection
| Expand current selection or go to first child
%0. Collapse current selection or go to parent

Special Characters

‘ Opening single quote . . .	alt 0145
’ Closing single quote . . .	alt 0146
“ Opening double quote . . .	alt 0147
” Closing double quote. . .	alt 0148
– En dash.	alt 0150
—Em dash.	alt 0151
...Ellipsis.	alt 0133
• Bullet.	alt 0149
® Registration Mark.	alt 0174
© Copyright.	alt 0169
™ Trademark.	alt 0153
° Degree symbol.	alt 0176
¢ Cent sign.	alt 0162
1/ 4	alt 0188
1/ 2	alt 0189
3/ 4	alt 0190

PC Keyboard Shortcuts

Creating unique images in a uniform world! Creating unique images in a uniform world!

é	alt 0233
É	alt 0201
ñ	alt 0241
÷	alt 0247

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 + f Move one word to the left at a time

Ctrl + g Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS

Alt + Tab Switch between open applications

Alt +

Shift + Tab

Switch backwards between open

applications

Alt + Print

Screen

Create screen shot for current program

Ctrl + Alt + Del Reboot/Windows® task manager

Ctrl + Esc Bring up start menu

Alt + Esc Switch between applications on taskbar

F2 Rename selected icon

F3 Start find from 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 Bootup

Boot safe mode or bypass system files

Holding Shift

During Bootup

When putting in an audio CD, will prevent

CD Player from playing

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)

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

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 + 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

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 Italicize 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 J ustify paragraph alignment

Ctrl + L Align selected text or line to the left

Ctrl + Q Align selected paragraph to the left

Ctrl + E Align selected