

BASIC 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 short cut keys and/or try to memorize the below keys. Doing so will dramatically increase your productivity.

Shortcut Keys Description

Alt + F File menu options in current program.

Alt + E Edit options in current program

F1 Universal Help in 90% of Windows 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 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.

MICROSOFT WINDOWS SHORTCUT KEYS

Shortcut Keys Operating System Description

Alt + Tab 3.X / 95 / 98 / NT / 2000 / XP Switch between open applications.

Alt + Shift + Tab 3.X / 95 / 98 / NT / 2000 / XP Switch backwards between open applications.

Alt + Print Screen 3.X / 95 / 98 / NT / 2000 / XP Create a screen shot only for the program you are currently in.

Ctrl + Esc 95 / 98 / NT / 2000 / XP Bring Up start button.

Alt + Esc 95 / 98 / NT / 2000 / XP Switch Between open applications on taskbar.

F2 3.X / 95 / 98 / NT / 2000 / XP Renames selected Icon

F3 95 / 98 / NT / 2000 / XP Starts find from desktop

F4 95 / 98 / NT / 2000 / XP Opens the drive selection when browsing.

F5 95 / 98 / NT / 2000 / XP Refresh Contents

Alt + F4 3.X / 95 / 98 / NT / 2000 / XP Closes Current open program.

Ctrl + F4 3.X / 95 / 98 / NT / 2000 / XP Closes Window in Program

Ctrl + (the '+' key on the keypad) 98 / NT / 2000 / XP Automatically adjust the width's of all the columns in Windows explorer

Alt + Enter 95 / 98 / NT / 2000 / XP Opens properties window of Selected icon or program.

Shift + F10 95 / 98 / NT / 2000 / XP Simulates right click on selected item.

Shift + Del 95 / 98 / NT / 2000 / XP Delete programs/files without throwing into the recycle bin.

Holding Shift 3.X / 95 / 98 / NT / 2000 / XP Boot safe mode or by pass system files.

Holding Shift 95 / 98 / NT / 2000 / XP When putting in an audio CD will prevent CD Player from playing.

WINDOWS KEYBOARD SHORTCUTS

Below is a listing of Windows keys that can be used on computers running a Microsoft Windows operating system and using a keyboard with a Windows key. In the below list of shortcuts the windows key is represented by "WINKEY". If you are looking for Windows shortcut keys see the above Microsoft Windows shortcut key section.

Shortcut Keys Description

WINKEY + D Minimizes all windows and returns the user to the desktop.
WINKEY + M Minimizes all windows.
WINKEY + SHIFT + M Undo the minimize.
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).

EXCEL SHORTCUT KEYS

Shortcut Keys Description

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 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 Strikethrough highlighted selection.
Ctrl + P Bring up the print dialog box to begin printing.
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 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.
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.

WORD SHORTCUT KEYS

Shortcut Keys Description

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 the print window.

Ctrl + F Open find box.

Ctrl + I Italic highlighted selection.

Ctrl + K Insert link.

Ctrl + U Underline highlighted selection.

Ctrl + V Paste.

Ctrl + Y Repeat the last action performed.

Ctrl + Z Undo last action.

Ctrl + L Aligns the line or selected text to the left of the screen.

Ctrl + E Aligns the line or selected text to the center of the screen.

Ctrl + R Aligns the line or selected text to the right of the screen.

Ctrl + M Indent the paragraph.

Ctrl + Shift + F Change the font.

Ctrl + Shift + > Increase selected font +1.

Ctrl +] Increase selected font +1.

Ctrl + Shift + < Decrease selected font -1.

Ctrl + [Decrease selected font -1.

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.

F1 Open Help.

Shift + F3 Change the case of the selected text.

Shift + Insert Paste.

F4 Repeat the last action performed (2000+)

F5 Open goto window.

F7 Spell check selected text and or document.

Shift + F7 Activate the thesaurus.

F12 Save as.

Shift + F12 Save

Mouse Shortcuts Description

Click, hold, and drag Selects text from where you click and hold to the point you drag and let go.
Double-click If double-click a word selects the complete word.
Double-click Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
Double-click Double-clicking anywhere after text on a line will set a tab stop.
Triple-click Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel Zooms in and out of document.

INTERNET EXPLORER SHORTCUT KEYS

Shortcut Keys Description

Alt + Left Arrow Back a page.
Alt + Right Arrow Forward a page.
F5 Refresh current page / frame.
F11 Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc Stop page or download from loading.
Ctrl + Enter Quickly complete an address. For example type computerhope in the address bar and press CTRL + ENTER to get <http://www.computerhope.com>.
Ctrl + N Open New browser window.
Ctrl + P Print current page / frame.
Spacebar Moves down a page at a time.
Shift + Spacebar Moves up a page at a time.

FRONTPAGE SHORTCUT KEYS

Shortcut Keys Description

Ctrl + C Copy selected text.
Ctrl + X Cut selected text.
Ctrl + P Paste selected text.
Ctrl + K Create a hyperlink.
Ctrl + B Bold highlighted selection.
Ctrl + I Italic highlighted selection.
Ctrl + U Underline highlighted selection.
Ctrl + L Left align the text.
Ctrl + R Right align the text.
Ctrl + E Center the text.
Ctrl + / Display HTML tags.
Ctrl + S Save document.
Ctrl + Tab Switch between open web pages.
Ctrl + Ins Enter Line break.
Ctrl + Enter Move cursor above or below a table.
Ctrl + Shift + B Preview in web browser window.
Ctrl + Shift + < Decrease font size.
Ctrl + Shift + > Increase font size.
Ctrl + Del Deletes word to right of cursor.
Ctrl + Backspace Deletes word to left of cursor.