








## PC Keyboard Shortcuts: Avoid the Mouse!

“<>” = use **two hands** to type keys **simultaneously**



### Common Tasks

<b>Start Menu</b> 	<b>Toggle/activate window</b> <Alt>Tab	<b>Open Menu</b> Alt, letter(s) in a box	<b>Choose Option</b> <Alt>Underlined Letter	<b>Minimize</b> <Alt>Spacebar, N	<b>Maximize</b> <Alt>Spacebar, X
<b>Open File or Office Button</b> <Alt>F	<b>Save</b> <Ctrl> S <b>Save As</b> F12	<b>New Tab</b> <Ctrl>T	<b>Close Document/Tab</b> <Ctrl>W	<b>Close Menu or command window</b> Escape	<b>Exit Program</b> <Alt>F4
<b>Go to Desktop</b>  D	<b>My Computer</b>  E	<b>Find</b>  F	<b>Minimize All Windows</b>  M	<b>Lock Computer</b>  L	<b>Shut Down</b>  U, tab
<b>Move to Next Field/Cell</b> Tab	<b>Move to Previous Field/Cell</b> <Shift>Tab	<b>Move between tabs</b> <Ctrl>Tab	<b>Print</b> <Ctrl>P	<b>Repeat</b> <Ctrl>Y	<b>Undo</b> <Ctrl>Z

### Selecting Text

<b>Select All Text</b> <Ctrl>A	<b>Select Character(s)</b> <Shift><←> or <→>	<b>Select Word</b> <Ctrl>Shift <←> or <→>	<b>Select Lines of Text</b> <Shift>↓
<b>Select paragraph</b> <Ctrl>Shift <↓>	<b>Select line to right/left</b> <Shift>End/Home	<b>Select separate lines/documents</b> <Ctrl>↓ Spacebar	<b>Select document to beginning</b> <Ctrl>Shift <Home>

### Editing Text

<b>Center text</b> <Ctrl>E	<b>Justify</b> <Ctrl>J	<b>Underline</b> <Ctrl>U	<b>Bold</b> <Ctrl>B	<b>Italicize</b> <Ctrl>I	<b>Cut</b> <Ctrl>X	<b>Copy</b> <Ctrl>C	<b>Paste</b> <Ctrl>V
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### Navigation (i.e., moving the cursor)

<b>Go to beginning/end of line</b> Home/End	<b>Go to beginning/end of document</b> <Ctrl>Home/End	<b>Forward (next)/down a level</b> <Alt> →	<b>Back (previous)/up a level</b> <Alt> ←
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### Right Click Key (<shift>F10) Functions

<b>Spell Check Word</b> Rt Click	<b>Cut</b> Rt Click, T	<b>Copy</b> Rt Click, C	<b>Paste</b> Rt Click, P	<b>Rename Folder</b> Rt Click, M	<b>Properties</b> Rt Click, R	<b>New Folder</b> Rt Click, W
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### Universal Internet Functions

<b>Go to address bar</b> <Alt>D	<b>Bookmark</b> <Ctrl>D	<b>Insert ✓</b> Spacebar	<b>Next Page</b> <Alt> →	<b>Previous Page</b> <Alt> ←
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### Universal Email Commands

<b>Attach open document to message</b> <Alt>F, D, Enter <Alt>F, D, A	<b>Attach closed document to message.</b> Rt Click key on document. N twice to highlight <i>send</i> . Rt arrow to open menu. M for mail recipient. Enter.	<b>Send message</b> <Ctrl>Enter	<b>“File”/Move message</b> Rt click key, M, arrow to move to folder
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### Outlook Mail

<b>Go to Mail</b> <Ctrl>1	<b>Go to Calendar</b> <Ctrl>2	<b>Go to Contacts</b> <Ctrl>3	<b>Address Book</b> <Ctrl>Shift <B>	<b>New Message</b> <Ctrl>N	<b>Send Message</b> <Alt>S or <Ctrl>Enter
<b>Reply</b> <Alt>R or <Ctrl> R	<b>Reply All</b> <Alt>L or <Ctrl> R	<b>Forward Message</b> <Alt>F	<b>Open Attachment</b> Rt click key	<b>Empty Trash</b> <Alt>T, Y	<b>Close Message</b> Escape


### Word Functions

<b>Increase font</b> <Ctrl> ]	<b>Decrease font</b> <Ctrl> [	<b>Change Font</b> <Ctrl>D	<b>Delete word to right</b> <Ctrl>Delete	<b>Delete word to left</b> <Ctrl>Backspace
<b>Spell Check Document</b> F7	<b>Change Case</b> <Shift>F3	<b>Subscript</b> <Ctrl> +	<b>Insert Page Break</b> <Ctrl>Enter	


### Excel Functions

<b>Insert Cursor in Cell</b> F2	<b>Select Column</b> <Ctrl>Spacebar	<b>Select Row</b> <Shift>Spacebar	<b>Go from Sheet to Sheet</b> <Ctrl> Page Up/Down
<b>Format Cell</b> <Ctrl>1	<b>Insert Row or Column</b> <Alt>I, R or C	<b>Select All Text in Cell to left</b> <shift>home	<b>Select All Text in Cell to right</b> <shift>end

### MAKE SHORTCUTS EASIER TO USE BY UNHIDING THE UNDERLINED LETTERS IN WINDOWS XP

activate desktop with D  
 <ctrl>spacebar to unhighlight documents/folders  
 right click (with right click key) on desktop  
 type “r” to activate properties  
 <ctrl>tab to the “appearance tab”  
 <alt>E to activate “effects”  
 <alt>H to unhide underlined letter. Enter.  
 <alt>A to apply. Enter.

### IN WINDOWS 7

Open start menu with   
 Tab to right list. Use ↓ to go to control panel  
 Use → to open control panel  
 type “e” to activate ease of access center  
 use ↓ to go to “make the keyboard easier...”  
 click on “make the keyboard easier” link  
 <alt>n to nderline keyboard shortcuts and  
 <alt>p to “apply” and <alt>o to OK