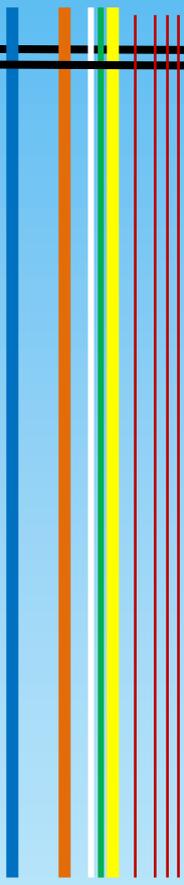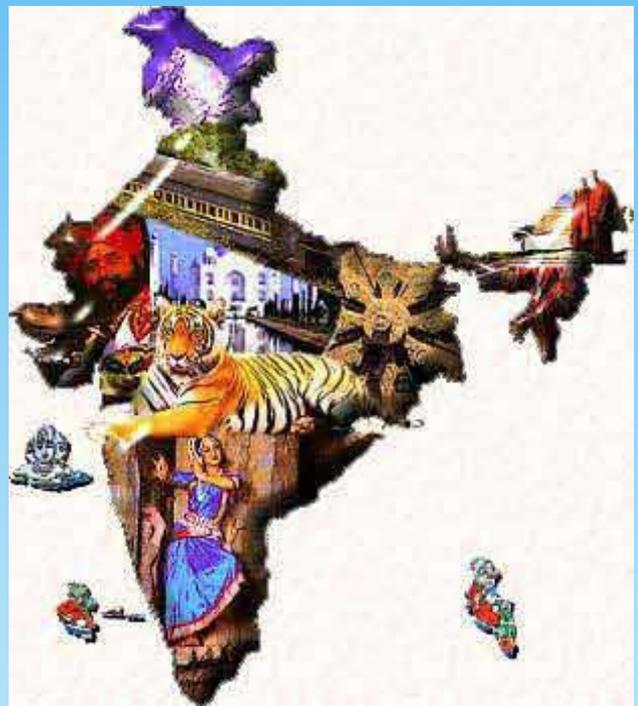# AMK

R E S O U R C E   W O R L D

COMPUTER

FREE

Shortcut Keys

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Computer Shortcut keys

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
Alt + Tab	Switch between open programs
F1	Universal Help in almost every Windows program.
F2	Rename a selected file
F5	Refresh the current program window
Ctrl + N	Create a new, blank document in some software programs
Ctrl + O	Open a file in current software program
Ctrl + A	Select all text.
Ctrl + B	Change selected text to be Bold
Ctrl + I	Change selected text to be in Italics
Ctrl + U	Change selected text to be Underlined
Ctrl + F	Open find window for current document or window.
Ctrl + S	Save current document file.
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
Ctrl + K	Insert hyperlink for selected text
Ctrl + P	Print 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.
Ctrl + Esc	Opens the START menu
Ctrl + Shift + Esc	Opens Windows Task Manager
Alt + F4	Close the currently active program
Alt + Enter	Open the Properties for the selected item (file, folder, shortcut, etc.)

GENERAL WINDOWS KEYBOARD SHORTCUTS

Alt + Tab

Switch 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

Display 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

Create 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

Open 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 bring up the Windows Task Manager in Windows 2000 and later.

Ctrl + Esc

Open the Windows Start menu in most versions of Windows. In Windows 8 this opens the Start screen and in Windows 3.x this would bring up the Task Manager.

Alt + Esc

Switch 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

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

Hold down the Shift key

When putting in an audio or data CD that uses Autoplay, 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 ourwhat 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 when at the Windows Desktop in all versions of Windows.
F4
In Windows 95 and later this opens the drive selection or address bar when browsing files in Windows Explorer.

- Pressing **Alt + F4** closes the current open program window without a prompt in all versions of Windows.
- Pressing **Ctrl + F4** closes the open window within the current active window in Microsoft Windows. This only works in programs that support multiple windows or tabs in the same program window.

F6
While in Windows Explorer, this will move the cursor to different Windows Explorer pane or in Windows 7 browse available drives.
F8
Pressing F8 over and over as the computer is booting will start the computer in Safe Mode.
F10
Activates the File menu bar in all versions of Windows.

MS WORD

Shortcut	Description
Ctrl + 0	Open the file box.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy 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 + S	Save the open document. Just like Shift + F12.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline the selected text.
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 increase 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 selected text size by one.
Ctrl + Shift + <	Decreases the selected text size by one.
Ctrl + Shift + F6	Switches 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	Spellcheck 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 selected word.
Shift + F12	Save the open document. Just like Ctrl + S.
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.
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-clicking a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line makes 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 that the mouse triple-clicked on.
Ctrl + Mouse wheel	Zooms in and out of document.

MS EXCEL

Shortcut	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 + 1	Open the Format Cells window.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + S	Save the open worksheet.
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 the printing process.
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 work sheets in the same document.
Ctrl + Page down	Move between work sheets in the same 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 the cell currently selected.
Ctrl + Shift + 1	Format number in comma format.
Ctrl + Shift + 4	Format number in currency format.
Ctrl + Shift + 3	Format number in date format.
Ctrl + Shift + 5	Format number in percentage format.
Ctrl + Shift + 6	Format number in scientific format.
Ctrl + Shift + 2	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.

MS FRONT PAGE

Shortcut	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 + /	Turn on or off the display of 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.
Alt + mousedouble-click	View the properties of a selected item. For example, doing this on a table cell would display the properties for that cell.

MS OUTLOOK

Shortcut	Description
Alt + S	Send the e-mail
Ctrl + Enter	Send the e-mail you're composing.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Print selected text.

Ctrl + K	Complete the name or e-mail being typed in the e-mail address bar.
Ctrl + B	Bold highlighted selection
Ctrl + I	Italic highlighted selection
Ctrl + M	Send and receive all
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an e-mail.
Ctrl + F	Forward an e-mail.
Ctrl + N	Create a new e-mail.
Ctrl + Y	Go to folder.
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.
Ctrl + Shift + V	Move folder.

INTERNET EXPLORER

Shortcut Keys	Description
Alt + Left Arrow	Back a page.
Backspace	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page, frame, or tab.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + (- or +)	Increase or decrease the font size, pressing '-' will decrease and '+' will increase.
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 + D	Add a Favorite for the page currently opened.
Ctrl + I	Display available bookmarks.
Ctrl + N	Open New browser window.
Ctrl + P	Print current page or frame.
Ctrl + T	Opens a new tab.
Ctrl + F4	Closes the currently selected tab.
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	Display all previous text entered in a text box or available options on drop down menu.
Alt + D	Highlights the text in the address bar

MS POWER POINT

Go to previous presentation window	CTRL+SHIFT+F6

Go to next presentation window	CTRL+F6
Maximize PowerPoint application window	ALT+F10
Maximize presentation window	CTRL+F10
Restore presentation window to previous size	CTRL+F5
Delete character left	BACKSPACE
Delete word left	CTRL+BACKSPACE
Delete character right	DELETE
Delete word right	CTRL+DELETE
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Open new presentation	CTRL+N
Open existing presentation	CTRL+O
Close	CTRL+W or CTRL+F4
Save	CTRL+S or SHIFT+F12
Save As	F12
Print	CTRL+P or CTRL+SHIFT +F12
Exit PowerPoint	CTRL+Q or ALT+F4
Undo	CTRL+Z
Repeat/Redo	CTRL+Y
Clear	DELETE
Cut	CTRL+X
Copy	CTRL+C, CTRL+INSERT
Paste	CTRL+V, SHIFT+INSERT
Select all	CTRL+A
Find	CTRL+F
Replace	CTRL+H
Duplicate	CTRL+D
Update links	CTRL+SHIFT+F7
Show guides (toggle)	CTRL+G
Switch to master view	SHIFT+Click View button
Create new slide	CTRL+M
Create new slide without New Slide dialog	CTRL+SHIFT+M
Add date	ALT+SHIFT+D
Add page number	ALT+SHIFT+P
Add time	ALT+SHIFT+T
Format character	CTRL+T
Center paragraph	CTRL+E
Justify paragraph	CTRL+J
Left-align paragraph	CTRL+L
Right-align paragraph	CTRL+R
Restore picture to original size resize handle	CTRL+double-click
Restore picture to proportional size resize handle	SHIFT+double-click
Move from title to text	CTRL+ENTER
Show title in slide sorter view	ALT+click

Group	CTRL+SHIFT+G
Ungroup	CTRL+SHIFT+H
Regroup	CTRL+SHIFT+J
Display Help Contents screen	F1
Display context-sensitive Help	SHIFT+F1
One character left	LEFT ARROW
One character right	RIGHT ARROW
One line up	UP ARROW
One line down	DOWN ARROW
One word left	CTRL+LEFT ARROW
One word right	CTRL+RIGHT ARROW
To end of line	END
To beginning of line	HOME
Up one paragraph	CTRL+UP ARROW
Down one paragraph	CTRL+DOWN ARROW
To end of page	CTRL+END
To start of page	CTRL+HOME
To previous object	SHIFT+TAB
To next object	TAB
Repeat Find or Go To	SHIFT+F
Promote paragraph	ALT+SHIFT+LEFT ARROW
Demote paragraph	ALT+SHIFT+RIGHT ARROW
Move selected paragraphs up	ALT+SHIFT+UP ARROW
Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
Show heading level 1	ALT+SHIFT+1
Expand text under a heading	ALT+SHIFT+PLUS
Collapse text under a heading	ALT+SHIFT+MINUS
Show all text and headings	ALT+SHIFT+A
Turn character formatting on/off	Keypad /
Character right	SHIFT+RIGHT ARROW
Character left	SHIFT+LEFT ARROW
To end of word	CTRL+SHIFT+RIGHT ARROW
To beginning of word	CTRL+SHIFT+LEFT ARROW
Line up	SHIFT+UP ARROW
Line down	SHIFT+DOWN ARROW
All objects (slide view)	CTRL+A
All slides (slide sorter view)	CTRL+A
All text (outline view)	CTRL+Z
A word	Double-click
A paragraph	Triple-click
Drag-and-drop copy	CTRL+select and drag
Advance to the next slide	Click the mouse
Return to the previous slide	BACKSPACE
Go to a slide	Type the slide number, and then press ENTER
Black or unblack the screen	B
White or unwhite the screen	W
Show or hide the arrow pointer	S
End slide show	ESC
Erase drawing on-screen	E

Go to next slide, if it's hidden   H
Rehearse with new timings   T
Rehearse with original timings   O
Rehearse with mouse-click advance   M
Return to the first slide   Hold both mouse buttons
                                                          down for 2 seconds

Change pointer to pen   CTRL+P
Change pen to pointer   CTRL+A
Hide pointer and button   CTRL+H
Hide pointer and button always   CTRL+L
Display shortcut menu   Right mouse click

MS ACCESS

Command	Keystroke
Bold	**Ctrl-B**
Builder	**Ctrl-F2**
Close	**Ctrl-W**
Close	**Ctrl-F4**
Copy	**Ctrl-C**
Cut	**Ctrl-X**
Cut current line and copy to Clipboard	**Ctrl-Y**
Cycle through sections	**F6/Shift-F6**
Cycle through tab of each object's type (forward)	**Ctrl-Tab**
Cycle through tab of each object's type (backward)	**Ctrl-Shift-Tab**
Database window	**F11**
Delete current record	**Ctrl -**
Edit/Navigation mode (toggle)	**F2**
Exit subform and move to next/previous field in next record	**Ctrl-Tab/Shift-Tab**
Extend selection to next/previous record	**Shift-Dn/Up**
Find	**Ctrl-F**
Find Next	**Shift-F4**
Find Previous	**Shift-F3**
GoTo	**Ctrl-G**
Insert current date	**Ctrl ;**
Insert current time	**Ctrl :**
Insert default value	**Ctrl-Alt-spacebar**
Insert new line	**Ctrl-Enter**
Insert value from same field in previous record	**Ctrl '**
Italics	**Ctrl-I**
Menu bar	**F10**
Move to beginning/end of multiple-line field	**Ctrl-Home/End**
Move to current field in first/last record (Navigation mode)	**Ctrl-Up/Dn**
Move to first field in first record (Navigation mode)	**Ctrl-Home**

Move to first/last field in current record (Navigation mode)	**Home/End**
Move to last field in last record (Navigation mode)	**Ctrl-End**
Move to left edge of page	**Home or Ctrl-Left**
Move to page number/record number box	**F5**
Move to right edge of page	**End or Ctrl-Right**
New (object)	**Ctrl-N**
New record (add)	**Ctrl +**
Next window	**Ctrl-F6**
Open	**Ctrl-O**
Open combo box	**F4**
Open in Design view	**Ctrl-Enter**
Paste	**Ctrl-V**
Print	**Ctrl-P**
Property sheet	**Alt-Enter**
Refresh combo box	**F9**
Replace	**Ctrl-H**
Requery underlying tables in subform	**Shift-F9**
Save	**Ctrl-S**
Save As	**F12**
Save current record	**Shift-Enter**
Screen left/right	**Ctrl-PgUp/PgDn**
Select/unselect column (Navigation mode)	**Ctrl-spacebar**
Spelling/Grammar check	**F7**
Switch between upper/lower panes	**F6**
Switch to Form view	**F5**
Turn on Move mode	**Ctrl-F8**
Underline	**Ctrl-U**
Undo	**Ctrl-Z**
Undo previous extension	**Shift-F8**
Zoom box	**Shift-F2**

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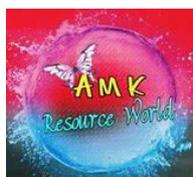
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