

PC Keyboard Shortcuts: Avoid the Mouse!

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



Common Tasks

Start Menu 	Toggle/activate window <Alt>Tab	Open Menu <Alt>Underlined Letter	Choose Option <Alt>Underlined Letter	Minimize <Alt>Spacebar, N	Maximize <Alt>Spacebar, X
Open File or Office Button <Alt>F	Save <Ctrl> S Save As F12	Close Menu or command window Escape	Close Document Close Tab <Ctrl>F4	Exit Program <Alt>F4	Close Help Bar <Ctrl>F1
Go to Desktop <Alt>D	My Computer E	Find F	Minimize All Windows < > M	Lock Computer < > L	Shut Down , U
Move to Next Field/Cell Tab	Move to Previous Field/Cell <Shift>Tab	Move between tabs <Ctrl>Tab	Print <Ctrl>P	Repeat <Ctrl>Y	Undo <Ctrl>Z

Selecting Text

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

Editing Text

Center text <Ctrl>E	Justify <Ctrl>J	Underline <Ctrl>U	Bold <Ctrl>B	Italicize <Ctrl>I	Cut <Ctrl>X	Copy <Ctrl>C	Paste <Ctrl>V
-------------------------------	---------------------------	-----------------------------	------------------------	-----------------------------	-----------------------	------------------------	-------------------------

Navigation (i.e., moving the cursor)

Go to beginning/end of line Home/End	Go to beginning/end of document <Ctrl>Home/End	Forward (next)/down a level <Alt> →	Back (previous)/up a level <Alt> ←
--	--	---	--

Right Click Key (<shift>F10) Functions

Spell Check Word Rt Click	Cut Rt Click, T	Copy Rt Click, C	Paste Rt Click, P	Rename Folder Rt Click, M	Properties Rt Click, R	New Folder Rt Click, W
-------------------------------------	---------------------------	----------------------------	-----------------------------	-------------------------------------	----------------------------------	----------------------------------

Universal Internet Functions

Go to address bar <Alt>D	Bookmark <Ctrl>D	Insert ✓ Spacebar	Next Page <Alt> →	Previous Page <Alt> ←
------------------------------------	----------------------------	-----------------------------	-----------------------------	---------------------------------

Universal Email Commands

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

Thunderbird

New Message <Ctrl>M	Get Messages <Ctrl>T	Reply <Ctrl>R	Reply All <Ctrl> Shift <R>	Forward Message <Ctrl>L	Close Message <Alt>F4
Open Attachment <Alt>F, A	Attach file <Alt> F, T	Send Message <Ctrl>Enter	Empty Trash <Alt>F, Y	Delete Junk <Alt>T, L	Address Book <Ctrl>2

Outlook Mail

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


Word Functions

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

Excel Functions

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

UNHIDING THE UNDERLINED LETTERS

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