

Keyboard Shortcuts: Avoid the Mouse!

“<>” = use two hands to type keys at same time



Common Tasks

Start Menu Windows Key	Minimize <Alt>Spacebar N	Activate Window <Alt>Tab	Restore <Alt>Spacebar R	Maximize <Alt>Spacebar X	Toggle Programs <Alt>Tab
Open Menu <Alt>Underlined Letter	Choose Option <Alt>Underlined Letter	Close Menu/command Escape	Exit Program <Alt>F4	Close Document <Ctrl>F4	Close Tab <Ctrl>F4
Go to Desktop <Windows> D	My Computer <Windows> E	Find <Windows> F	Minimize All Windows <Windows> M	Lock Computer <Windows> L	Shut Down Windows U
Move to Next Field Tab	Move between tabs <Ctrl>Tab	Move to Previous Field <Shift>Tab	Print <Ctrl>P Rt Click key	Save Ctrl+S Save As F12	Undo <Ctrl>Z

Selecting Text

Select All Text <Ctrl>A	Select Character(s) <Shift>Arrows	Select Word <Ctrl>Shift + Arrow	Select Lines of Text <Shift> Down Arrow
Select paragraph <Ctrl>Shift + Down Arrow	Select line to right <Shift>End	Select line to left <Shift>Home	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
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Right Click Key Functions

Spell Check Word Rt Click	Rename Rt Click M	New Rt Click N	Send Rt Click N twice	Cut Rt Click T	Copy Rt Click C	Paste Rt Click P	Properties Rt Click R
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Navigation (i.e., moving the cursor)

Go to beginning/end of line Home/End	Go to beginning/end of document <Ctrl>Home/End	Forward/down level <Alt> Right arrow	Back/up level <Alt> Left arrow
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Internet Functions

Go to address in Netscape/Firefox Ctrl + L	Go to address bar in IE F4	Insert check mark Spacebar	Next Page <Alt> Right arrow	Previous Page <Alt> Left arrow
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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	File message Rt click key, M, arrow to move to folder
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Netscape Mail

Open mail from browser <Ctrl>2	Open browser from mail <Ctrl>1	Address Book <Ctrl>5	New Message <Ctrl>M	Get Messages <Ctrl>T	Send Message <Ctrl>Enter
Reply <Ctrl>R	Reply All <Ctrl> Shift R	Forward Message <Ctrl>L	Open Attachment <Alt>F A	Close Message <Alt>F4	Empty Trash <Alt>F Y

Outlook Mail

Open Mail <Ctrl>1	Open Calendar <Ctrl>2	Open Contacts <Ctrl>3	Address Book <Ctrl>Shift B	New Message <Ctrl>M	Send Message <Alt>S
Reply <Alt>R	Reply All <Alt>L	Forward Message <Alt>F	Close Message Escape	Empty Trash <Alt>T, Y	Mark Message Rt Click key, K

Word Functions

Increase font <Ctrl>]	Decrease font <Ctrl> [Change Font <Ctrl>D	Change Case <Shift>F3	Delete word to right <Ctrl>Delete	Delete word to left <Ctrl>Backspace
Spell Check Document F7	Single Space <Ctrl>1	Double Space <Ctrl>2	Subscript <Ctrl> +	Insert Page Break Ctrl + Enter	Page Setup <Alt>F, U

Excel Functions

Insert Cursor in Cell F2	Select Column Ctrl + Spacebar	Select Row Shift +Spacebar	Go from Sheet to Sheet Ctrl + Page Up/Down
Wrap Text in Cell <Ctrl>1, <Ctrl>Tab, <Alt>W	Select Text in Cell by letter <shift>arrow	Select All Text in Cell to left <shift>home	Select All Text in Cell to right <shift>end