

# Keyboard Shortcuts: Avoid the Mouse!

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



## Global Commands

<b>Start Menu</b> Window Key	<b>Minimize</b> Alt + Spacebar + n	<b>Activate Window</b> Alt + Tab	<b>Undo</b> Ctrl + z	<b>Open Menu</b> Alt + Underlined Letter	<b>Exit Program</b> Alt + F4
<b>Go to Desktop</b> Windows + d	<b>Maximize</b> Alt + Spacebar + s	<b>Toggle Programs</b> Alt + Tab	<b>Print</b> Ctrl + p	<b>My Computer</b> Windows + e	<b>Close Menu</b> Escape
<b>Shut Down</b> Windows + u, then Enter	<b>Find File</b> Windows + f	<b>Close Active Window</b> Ctrl + w	<b>Help</b> F1	<b>Rename folder in MyComputer</b> F2	<b>Get Out of Dialog Box</b> Escape
<b>Run Program</b> Windows + r	<b>Open application menu</b> Alt + Spacebar	<b>Delete selected item</b> Delete	<b>Esc</b> Quit current operation	<b>Screen Capture</b> Fn Lock, PrtScr	<b>Insert check mark</b> Spacebar

## Global Editing Commands

<b>Insert Page Break</b> Ctrl + Enter	<b>Cut</b> Ctrl + x	<b>Paste</b> Ctrl + v	<b>Increase font</b> Ctrl + ]	<b>Open Font dialog box</b> Ctrl + D	<b>Move to Next Field</b> Tab
<b>Center text</b> Ctrl + E	<b>Copy</b> Ctrl + c	<b>Open new file</b> Ctrl + n	<b>Decrease font</b> Ctrl + [	<b>Save</b> Ctrl+S <b>Save As</b> F12	<b>Move to Previous Field</b> Shift + Tab

## Global Text Selection

<b>Select All Text</b> Ctrl + A	<b>Select Character(s)</b> Shift + Arrows	<b>Select Word</b> Ctrl + Shift + Arrow	<b>Select Lines of Text</b> Shift + Arrow Up/Down
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## NETSCAPE/MOZILLA BROWSER COMMANDS

FUNCTIONS	BOOKMARK FUNCTIONS	SIDEBAR	FORMS
<b>Start Navigator</b> Ctrl + 1	<b>Open Manage Bookmarks Window</b> Ctrl + B	<b>Open/Close Sidebar (toggle)</b> F9	<b>Move to Next/Previous Item in Form</b> Tab/Shift + Tab
<b>Start Mail &amp; Newsgroups</b> Ctrl + 2	<b>Add page to Bookmarks</b> Ctrl + D	<b>Switch to Next Sidebar Panel</b> Alt + Page Down	<b>Submit Form</b> Enter
<b>Start Composer</b> Ctrl + 4	<b>File Bookmark</b> Ctrl + Shift + D	<b>Switch to Previous Sidebar Panel</b> Alt + Page Up	<b>Press Selected Button/ Radio Button</b> Space bar
<b>Start Address Book</b> Ctrl + 5	<b>Bookmark Properties</b> Ctrl + I		<b>Select an item from list</b> Up/Down Arrows
<b>Start IRC Chat</b> Ctrl + 6			<b>Check/Uncheck box (toggle)</b> Space
			<b>Open Drop-Down menu</b> Alt + Down Arrow

## NETSCAPE/MOZILLA BROWSER WINDOW FUNCTIONS

BROWSING	TABS	WINDOWS	OTHER FUNCTIONS
<b>Activate URL bar in Netscape/Mozilla</b> Ctrl + L	<b>Open New Tab same window</b> Ctrl + t	<b>Open New Window</b> Ctrl + n	<b>Open File</b> Ctrl + o
<b>Previous Webpage</b> Alt + left arrow or Backspace <b>Next Webpage</b> Alt + Right arrow	<b>Alternate between tabs in current window</b> Shift + Tab	<b>Print current page</b> Ctrl + p	<b>View Page Info</b> Ctrl + i
<b>Scroll up/down</b> Arrow up/down	<b>Close Tab</b> Ctrl + w	<b>Open history window</b> Ctrl + h	<b>View Page Source</b> Ctrl + u
<b>Page up/down</b> Page up/down keys	<b>Open link in new foreground tab</b> Insert key	<b>Open home page</b> Alt + Home	<b>Open web page location</b> Ctrl + Shift + L
<b>Reload webpage</b> Ctrl + r	<b>Open link in new background tab</b> Shift + Insert key	<b>Full Screen (toggle)</b> F11	<b>Exit Netscape/Mozilla</b> Ctrl + Q
<b>Force reload webpage (not from cache)</b> Ctrl + Shift + r			<b>Find in webpage</b> Ctrl + f <b>Find again</b> Ctrl + g or F3
<b>Stop loading page</b> Esc key			<b>Open context menu</b> Shift + F10
<b>Open search engine</b> Ctrl + f			
<b>Move to Next/Previous Link</b>			

<b>or Form Element in Web Page</b> Tab/Shift + Tab			
<b>Zoom text smaller</b> Ctrl + -(minus)			
<b>larger</b> Ctrl + =(equals)			

## NETSCAPE/MOZILLA MAIL & NEWSGROUPS

WRITING MESSAGES	MESSAGE LIST
<b>New message</b> Ctrl + m	<b>Move to next mail pane</b> F6
<b>Save message as draft</b> Ctrl + s	<b>Save message as file</b> Ctrl + s
<b>Send message now</b> Ctrl + Enter	<b>Open message in new window</b> Ctrl + o
<b>Send message later (in unsent messages)</b> Ctrl + Shift + Enter	<b>Delete message</b> Delete key
	<b>Undo delete message</b> Ctrl + z
	<b>Select all messages</b> Ctrl + a <b>Select sequential messages up/down list</b> Shift + up/down arrow
	<b>Go to next message</b> f
	<b>Go next unread message</b> n
	<b>Go to previous message</b> b
	<b>Reply to message</b> Ctrl + r
	<b>Reply to all email addresses in message</b> Ctrl + Shift + r
	<b>Forward message</b> Ctrl + L
	<b>Go to next unread thread</b> t
	<b>Expand/Collapse all threads</b> * (asterisk) / \ (backslash)
	<b>Edit message as new</b> Ctrl + E
	<b>Mark message/thread as read</b> m/r
	<b>Mark all messages in selected folder as read</b> Ctrl + Shift + c

## Internet Explorer 5 & 6 Browser Commands

ADDRESS BAR	FAVORITES	SIDEBAR	VIEWING
<b>Activate Address (URL) bar &amp; display list of addresses you have typed</b> F4	<b>Open Organize Favorites dialog box</b> Ctrl + b	<b>Open Favorites bar</b> Ctrl + I	<b>Scroll up/down a web page</b> Up/Down Arrow
<b>Move forward/back through the list of Auto-Complete matches</b> Up/Down Arrow	<b>Add page to Favorites</b> Ctrl + d	<b>Open History bar</b> Ctrl + h	<b>Scroll up/down web page (larger increments)</b> Page Up/Page Down
<b>Add "www." to the beginning and ".com" to the end of typed text in Address bar</b> Ctrl + ENTER	<b>Move selected item up/down on the Favorite list</b> Alt + Up/Down Arrow	<b>Open Search bar</b> Ctrl + e	<b>Go to the beginning/end of a web page</b> Home/End
<b>Go to home page</b> Alt + Home		<b>Open search in Explorer bar</b> Ctrl + e	<b>Stop loading page</b> Esc
<b>Go to a new location</b> Ctrl + O or Ctrl + L			<b>Move forward/back through item on webpage, address bar, links bar</b> Tab/Shift + Tab
<b>Move cursor to right/left to next logical break</b> Ctrl + Right/Left Arrow			<b>Display shortcut menu for link</b> Shift + F10
<b>Select text in address bar</b> Alt + d			<b>Move forward between frames</b> F6
			<b>Move back between frames</b> Shift + Ctrl + Tab
			<b>Go to previous/next web page</b> Alt + Right/Left Arrow
			<b>Find on this page</b> Ctrl + f
			<b>Open new window</b> Ctrl + n
			<b>Select all items on page</b>

			Ctrl + a
			<b>Refresh webpage or window</b> Ctrl + r
			<b>Save current page</b> Ctrl + s
			<b>Toggle full-screen/regular views</b> F11

### Internet Explorer 6 (only) Browser Options

<b>Display a list of zoom percentages</b> Alt + z
<b>Set printing options and print the page</b> Alt + p
<b>Specify frames printing</b> Alt + f
<b>Type the number of the page you want displayed</b> Alt + a
<b>Zoom in/out</b> Alt + Plus/Minus

### Outlook Express 6

WRITING MESSAGES	MESSAGE LIST
<b>New email</b> Ctrl + n	<b>Reply to message</b> Ctrl + r
<b>Send/receive email</b> Ctrl + m or F5	<b>Reply to all</b> Ctrl + Shift + r
<b>Open address book</b> Ctrl + Shift + B	<b>Forward message</b> Ctrl + f
<b>Go to Inbox</b> Ctrl + I	<b>Advanced Find</b> Ctrl + Shift + f
<b>Go to folder</b> Ctrl + Y	<b>Mark message as read</b> Ctrl + Enter or Ctrl + q
	<b>Delete current message</b> Ctrl + d or Delete Key
	<b>Close currently open message</b> Esc
	<b>Go to next/previous message on list</b> Ctrl + >/Ctrl + <
	<b>Go to next unread email message</b> Ctrl + u
	<b>Open selected message</b> Ctrl + o or ENTER

	<b>Move between panes</b> TAB
	<b>Find text</b> F3
	<b>Check names</b> Ctrl + K or Alt + K
	<b>Check spelling</b> F7
	<b>Insert signature</b> Ctrl + Shift + S
	<b>Send message</b> Ctrl + Enter or Alt + S

## MICROSOFT OFFICE COMMANDS

### Universal MS Application Commands

	<b>Word</b>	<b>Access</b>	<b>Excel</b>	<b>Outlook</b>	<b>PowerPoint</b>
Ctrl + a	Select entire document	Select All	Select All cells	Select All	Select All
Ctrl + b	Bold	Bold	Bold	Bold	Bold
Ctrl + c	Copy	Copy	Copy	Copy	Copy
Ctrl + d	Open font dialog	n/a	Delete	Delete	n/a
Ctrl + f	n/a	Find Request	Find		n/a
Ctrl + g	Go to	n/a	n/a		n/a
Ctrl + h	n/a	Replace text	n/a		n/a
Ctrl + i	Italics	n/a	Italics		Italics
Ctrl + m	n/a	n/a	Format a number		Add (create) slide
Ctrl + n	New document	New document	New document	New item	New presentation
Alt + n	n/a	Create new object	n/a		n/a
Ctrl + o	Open	Open	Open		Open
Ctrl + p	Print	Print	Print	Print	Print
Ctrl + q	Quit	Quit	Quit	Mark as Read/Unread	Quit
Ctrl + r	na/	New Record	Fill Right		n/a
Ctrl + TAB	Save As	Display Page	Save As		n/a
Ctrl + backspace	Delete word	n/a	n/a	Delete word	n/a
Ctrl + s	Save	Save Query	Save	Save to Drafts	Save
Ctrl + u	Underline	n/a	Underline		Underline text
Ctrl + v	Paste	Paste	Paste	Paste	Paste
Ctrl + x	Cut	Cut	Cut	Cut	Cut
Ctrl + y	n/a	n/a	n/a	Launch go to folder dialog	
Ctrl + z	Undo	Undo	Undo	Undo	Undo
Ctrl + 1 (one)	n/a	n/a	Format cell		n/a
F1	Help	Help	Help	Help	Help
F7	Spelling/Grammar check	Spelling check	Spelling check		Spelling check
Ctrl + [	Decrease font size	n/a	Decrease font size		Decrease font size
Ctrl + ]	Increase font size	n/a	Increase font size		Increase font size
Shift + Ctrl + Home	Select from insertion point	n/a	Select from insertion point		n/a

	to beginning of document		to beginning of document		
Shift + Ctrl + End	Select from insertion point to end of document	n/a	Select from insertion point to end of document		n/a

### Excel Functions

<b>Activate Editing in Current 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
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### Outlook Functions

<b>MESSAGES</b>	<b>MEETINGS</b>	<b>CALENDAR WEEK</b>	<b>JAWS</b>	<b>OTHER</b>
<b>Go to Inbox</b> Ctrl + Shift + I	<b>Open a Meeting Request</b> Ctrl + Shift + q	<b>Go to today's date</b> Alt + d	<b>Click Cc Button</b> Alt + Shift + 4	<b>Open a Contact</b> Ctrl + Shift + c
<b>Go to Outbox</b> Ctrl + Shift + O	<b>Open or create an Appointment</b> Ctrl + Shift + a	<b>Go to a date</b> Ctrl + g	<b>Click To Button</b> Alt + Shift + 3	<b>Find a Contact box active</b> F11
<b>Open message</b> Ctrl + Shift + m	<b>Open or create a Contact</b> Ctrl + Shift + c	<b>Move to next date</b> Down Arrow	<b>Move focus to attachments list</b> Inset + A	<b>New Office Document</b> Ctrl + Shift + H
<b>Send message</b> Ctrl + Enter or Alt + S	<b>Open or create a task</b> Ctrl + shift + k	<b>Down Arrow</b> Up Arrow	<b>Launch Global keystrokes listbox</b> Insert + F8	<b>Save non-email item in current folder</b> Alt + S
<b>Open address book</b> Ctrl + Shift + b	<b>Open or create a note</b> Ctrl + Shift + n	<b>Move forward/backwards one week</b> Page down/up	<b>Close Office Assistant</b> Ctrl + Insert + F4	<b>Move up/down current level of treeview</b> Up/Down Arrow
<b>Check for new mail</b> F5 or Ctrl + m		<b>Move to appointments on current date</b> Tab (hit enter 2 times to open item)	<b>Say All</b> Insert + Down Arrow	<b>Collapse/expand current branch of treeview</b> Left/Right Arrow
<b>Reformat email message from RTF to plain text</b> Ctrl + Shift + O			<b>Say Line</b> Insert + Up Arrow	<b>Open a Task</b> Ctrl + Shift + k
<b>Mark as read</b> Ctrl + Q			<b>Say Selected Text</b> Insert + Shift + Down Arrow	<b>Open advanced find box</b> Ctrl + Shift + f

<b>Delete</b> Ctrl + D			<b>In spellchecker read misspelled word and suggestion</b> Insert + F7	<b>Move to next pane</b> F6
<b>Move cursor to top/end of email list</b> Home/End			<b>Read Header Field One,two, three, four or five</b> Alt + 1,2,3,4, or 5	
<b>Move edit cursor to top/end in new email message window</b> Ctrl + Home/End				
<b>Check names</b> Ctrl + k				
<b>Message options (from a new message window)</b> Alt + p				
<b>Launch flag for follow up</b> Ctrl Shift + g				
<b>Reply to sender</b> Ctrl + R				
<b>Reply to all</b> Ctrl + Shift + r				
<b>Forward message</b> Ctrl + f				