


instructional support

Enhancing Teaching and Learning through Technology

Keyboard Shortcuts

Shortcut Keys are combinations of Keys Pressed together on your keyboard used to launch applications from anywhere within Windows without going through the Taskbar, Start menu or using the Mouse. **Most** of these shortcuts will work in all of Microsoft software: Word, Excel, PowerPoint, etc.

Take a look at your menu bar (this is the File, Edit, View, Insert, etc) on top of your screen you will see that some of the first letters are underlined. This means they are shortcut keys to that application. Press **Alt + underlined** letter of the menu bar. Give it a try. It can save you some time.

1. Windows 		Keyboard Shortcut	
Winkey or Ctrl + Esc	Displays the Start menu		
Winkey + E	Opens Windows Explorer		
Winkey + Tab	Cycles through open programs on Taskbar		
Winkey + D	Minimize or restore all windows		
Winkey + F	Displays Windows Search feature		
Winkey + R	Opens Run command		
Winkey + Pause/ Break	Displays System Properties Window		
Ctrl Winkey + F	Displays Search Menu		
Alt + Tab	Switch between open applications		
Alt + Shift + Tab	Switch backward b/w open applications		
Press Alt+ Print Screen	Create a screen shot only for the program you are currently in		
F1	Display Help Menu		
F5	Refresh Contents		
Shift + F10	Open Shortcut Menu		
Alt + Enter	Opens properties window of selected icon or program		
2. Basic Shortcut Keys			
Ctrl + O	Open a File or Window	Ctrl+ W	Close an active Window
Ctrl + N	Open New File or Window	Ctrl + 2	Double space lines
Ctrl + S	Save a File	Ctrl + F	Find Text / Special item
Ctrl + F2	Print Preview (<i>Word Only</i>)	Ctrl + D	Font Menu (<i>Word Only</i>)
Ctrl + Z	Undo last Action	Ctrl + Y	Redo last Action
Ctrl + B	Make a letter Bold	Ctrl + E	Center a paragraph
Ctrl + P	Print File		
Ctrl + A	Select All	Ctrl + X or Shift + Del	Cut Selected Item
Ctrl + C or Ctrl + Ins	Copy Selected Item	Ctrl + V or Shift + Ins	Paste Selected Item
Home	Goes to beginning of current line.	Ctrl + Home	Goes to beginning of doc
End	Goes to end of current line	Ctrl + End	Goes to end of document
Ctrl + Left arrow	Moves one word to the left at a time		
Ctrl + Right arrow	Moves one word to the right at a time		