

General Keys	Description	General Keys	Description
<b>Alt + F</b>	File menu options in current program.	<b>Shift + Ins</b>	Paste
<b>Alt + E</b>	Edit options in current program	<b>Home</b>	Goes to beginning of current line.
<b>F1</b>	Universal Help	<b>Ctrl + Home</b>	Goes to beginning of document.
<b>Ctrl + A</b>	Select all text.	<b>End</b>	Goes to end of current line.
<b>Ctrl + X</b>	Cut selected item.	<b>Ctrl + End</b>	Goes to end of document.
<b>Shift + Del</b>	Cut selected item.	<b>Shift + Home</b>	Highlights from current position to beginning of line.
<b>Ctrl + C</b>	Copy selected item.	<b>Shift + End</b>	Highlights from current position to end of line.
<b>Ctrl + Ins</b>	Copy selected item	<b>Ctrl + Left arrow</b>	Moves one word to the left at a time.
<b>Ctrl + V</b>	Paste	<b>Ctrl + Right arrow</b>	Moves one word to the right at a time.

Windows Shortcut Keys	Operating System	Description
<b>Alt + Tab</b>	3.X / 95 / 98 / NT / 2000 / XP	Switch between open applications.
<b>Alt + Shift + Tab</b>	3.X / 95 / 98 / NT / 2000 / XP	Switch backwards between open applications.
<b>Alt + Print Screen</b>	3.X / 95 / 98 / NT / 2000 / XP	Create a screen shot only for the program you are currently in.
<b>Ctrl + Alt + Del</b>	3.X / 95 / 98 / NT / 2000 / XP	Reboot the computer/bring up the Windows task manager.
<b>Ctrl + Esc</b>	95 / 98 / NT / 2000 / XP	Bring Up start menu.
<b>Alt + Esc</b>	95 / 98 / NT / 2000 / XP	Switch Between open applications on taskbar.
<b>F2</b>	3.X / 95 / 98 / NT / 2000 / XP	Renames selected Icon.
<b>F3</b>	95 / 98 / NT / 2000 / XP	Starts find from desktop.
<b>F4</b>	95 / 98 / NT / 2000 / XP	Opens the drive selection when browsing.
<b>F5</b>	95 / 98 / NT / 2000 / XP	Refresh Contents.
<b>Alt + F4</b>	3.X / 95 / 98 / NT / 2000 / XP	Closes Current open program.
<b>Ctrl + F4</b>	3.X / 95 / 98 / NT / 2000 / XP	Closes Window in Program.
<b>Ctrl + '+'</b>	98 / NT / 2000 / XP	Automatically adjust the widths of all the columns in explorer
<b>Alt + Enter</b>	95 / 98 / NT / 2000 / XP	Opens properties window of selected icon or program.
<b>Shift + F10</b>	95 / 98 / NT / 2000 / XP	Simulates right-click on selected item.
<b>Shift + Del</b>	95 / 98 / NT / 2000 / XP	Delete programs/files without throwing into the recycle bin.
<b>Holding Shift</b>	3.X / 95 / 98 / NT / 2000 / XP	Boot safe mode or by pass system files.
<b>Holding Shift</b>	95 / 98 / NT / 2000 / XP	When putting in an audio CD, prevents CD Player from playing.

WINKEY Shortcut Keys	Description
<b>WINKEY + D</b>	Brings the desktop to the top of all other windows.
<b>WINKEY + M</b>	Minimizes all windows.
<b>WINKEY + SHIFT + M</b>	Undo the minimize done by WINKEY + M and WINKEY + D.
<b>WINKEY + E</b>	Open Microsoft Explorer.
<b>WINKEY + Tab</b>	Cycle through open programs through the taskbar.
<b>WINKEY + F</b>	Display the Windows Search / Find feature.
<b>WINKEY + CTRL + F</b>	Display the search for computers window.
<b>WINKEY + F1</b>	Display the Microsoft Windows help.
<b>WINKEY + R</b>	Open the run window.
<b>WINKEY + Pause / Break key</b>	Open the system properties window.
<b>WINKEY + U</b>	Open Utility Manager.
<b>WINKEY + L</b>	Lock the computer (Windows XP and above only).

Excel Keys	Description
<b>F2</b>	Edit the selected cell.
<b>F5</b>	Go to a specific cell. For example, C6.
<b>F7</b>	Spell check selected text and/or document.
<b>F11</b>	Create chart.
<b>Ctrl + Shift + ;</b>	Enter the current time.
<b>Ctrl + ;</b>	Enter the current date.

<b>Alt + Shift + F1</b>	Insert New Worksheet.
<b>Shift + F3</b>	Open the Excel formula window.
<b>Shift + F5</b>	Bring up search box.
<b>Ctrl + A</b>	Select all contents of the worksheet.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + I</b>	Italic highlighted selection.
<b>Ctrl + K</b>	Insert link.
<b>Ctrl + U</b>	Underline highlighted selection.
<b>Ctrl + 5</b>	Strikethrough highlighted selection.
<b>Ctrl + P</b>	Bring up the print dialog box to begin printing.
<b>Ctrl + Z</b>	Undo last action.
<b>Ctrl + F9</b>	Minimize current window.
<b>Ctrl + F10</b>	Maximize currently selected window.
<b>Ctrl + F6</b>	Switch between open workbooks / windows.
<b>Ctrl + Page up</b>	Move between Excel work sheets in the same Excel document.
<b>Ctrl + Page down</b>	Move between Excel work sheets in the same Excel document.
<b>Ctrl + Tab</b>	Move between Two or more open Excel files.
<b>Alt + =</b>	Create a formula to sum all of the above cells
<b>Ctrl + '</b>	Insert the value of the above cell into cell currently selected.
<b>Ctrl + Shift + !</b>	Format number in comma format.
<b>Ctrl + Shift + \$</b>	Format number in currency format.
<b>Ctrl + Shift + #</b>	Format number in date format.
<b>Ctrl + Shift + %</b>	Format number in percentage format.
<b>Ctrl + Shift + ^</b>	Format number in scientific format.
<b>Ctrl + Shift + @</b>	Format number in time format.
<b>Ctrl + Arrow key</b>	Move to next section of text.
<b>Ctrl + Space</b>	Select entire column.
<b>Shift + Space</b>	Select entire row.

<b>Word Keys</b>	<b>Description</b>
<b>Ctrl + A</b>	Select all contents of the page.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + X</b>	Cut selected text.
<b>Ctrl + P</b>	Open the print window.
<b>Ctrl + F</b>	Open find box.
<b>Ctrl + I</b>	Italic highlighted selection.
<b>Ctrl + K</b>	Insert link.
<b>Ctrl + U</b>	Underline highlighted selection.
<b>Ctrl + V</b>	Paste.
<b>Ctrl + Y</b>	Redo the last action performed.
<b>Ctrl + Z</b>	Undo last action.
<b>Ctrl + L</b>	Aligns the line or selected text to the left of the screen.
<b>Ctrl + E</b>	Aligns the line or selected text to the center of the screen.
<b>Ctrl + R</b>	Aligns the line or selected text to the right of the screen.
<b>Ctrl + M</b>	Indent the paragraph.
<b>Ctrl + Shift + F</b>	Change the font.
<b>Ctrl + Shift + &gt;</b>	Increase selected font +1pts up to 12pt and then increases font +2pts.
<b>Ctrl + ]</b>	Increase selected font +1pts.
<b>Ctrl + Shift + &lt;</b>	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
<b>Ctrl + [</b>	Decrease selected font -1pts.
<b>Ctrl + Shift + *</b>	View or hide non printing characters.
<b>Ctrl + &lt;left arrow&gt;</b>	Moves one word to the left.
<b>Ctrl + &lt;right arrow&gt;</b>	Moves one word to the right.
<b>Ctrl + &lt;up arrow&gt;</b>	Moves to the beginning of the line or paragraph.

<b>Ctrl + &lt;down arrow&gt;</b>	Moves to the end of the paragraph.
<b>Ctrl + Del</b>	Deletes word to right of cursor.
<b>Ctrl + Backspace</b>	Deletes word to left of cursor.
<b>Ctrl + End</b>	Moves the cursor to the end of the document.
<b>Ctrl + Home</b>	Moves the cursor to the beginning of the document.
<b>Ctrl + Spacebar</b>	Reset highlighted text to the default font.
<b>Ctrl + 1</b>	Single-space lines.
<b>Ctrl + 2</b>	Double-space lines.
<b>Ctrl + 5</b>	1.5-line spacing.
<b>Ctrl + Alt + 1</b>	Changes text to heading 1.
<b>Ctrl + Alt + 2</b>	Changes text to heading 2.
<b>Ctrl + Alt + 3</b>	Changes text to heading 3.
<b>Ctrl + F1</b>	Open the Task Pane.
<b>F1</b>	Open Help.
<b>Shift + F3</b>	Change the case of the selected text.
<b>Shift + Insert</b>	Paste.
<b>F4</b>	Repeat the last action performed (Word 2000+)
<b>F5</b>	Open go to window.
<b>F7</b>	Spell check selected text and/or document.
<b>Shift + F7</b>	Activate the thesaurus.
<b>F12</b>	Save as.
<b>Shift + F12</b>	Save.
<b>Alt + Shift + D</b>	Insert the current date.
<b>Alt + Shift + T</b>	Insert the current time.

<b>Mouse Shortcuts</b>	<b>Description</b>
<b>Click, hold, and drag</b>	Selects text from where you click and hold to the point you drag and let go.
<b>Double-click</b>	If double-click a word, selects the complete word.
<b>Double-click</b>	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
<b>Double-click</b>	Double-clicking anywhere after text on a line will set a <a href="#">tab stop</a> .
<b>Triple-click</b>	Selects the line or paragraph of the text the mouse triple-clicked.
<b>Ctrl + Mouse wheel</b>	Zooms in and out of document.

<b>Internet Explorer</b>	<b>Description</b>
<b>Alt + Left Arrow</b>	Back a page.
<b>Alt + Right Arrow</b>	Forward a page.
<b>F5</b>	Refresh current page / frame.
<b>F11</b>	Display the current website in full screen mode. Pressing F11 again will exit this mode.
<b>Esc</b>	Stop page or download from loading.
<b>Ctrl + Enter</b>	Quickly complete an address. i.e. type azinc in the address bar, press CTRL + ENTER to get <a href="http://www.azinc.com">http://www.azinc.com</a> .
<b>Ctrl + N</b>	Open New browser window.
<b>Ctrl + P</b>	Print current page / frame.
<b>Spacebar</b>	Moves down a page at a time.
<b>Shift + Spacebar</b>	Moves up a page at a time.

<b>Outlook Keys</b>	<b>Description</b>
<b>Alt + S</b>	Send the e-mail
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + X</b>	Cut selected text.
<b>Ctrl + P</b>	Paste selected text.
<b>Ctrl + K</b>	Complete the name and/or e-mail being typed in the e-mail address bar.
<b>Ctrl + B</b>	Bold highlighted selection
<b>Ctrl + I</b>	Italic highlighted selection

<b>Ctrl + U</b>	Underline highlighted selection
<b>Ctrl + R</b>	Reply to an e-mail.
<b>Ctrl + F</b>	Forward an e-mail.
<b>Ctrl + N</b>	Create a new e-mail.
<b>Ctrl + Shift + A</b>	Create a new appointment to your calendar.
<b>Ctrl + Shift + O</b>	Open the Outbox.
<b>Ctrl + Shift + I</b>	Open the Inbox.
<b>Ctrl + Shift + K</b>	Add a new task.
<b>Ctrl + Shift + C</b>	Create a new contact.
<b>Ctrl + Shift + J</b>	Create a new journal entry.