

Windows XP, Vista, 7,8&10, Internet Explorer and Office

Useful Keyboard Shortcuts

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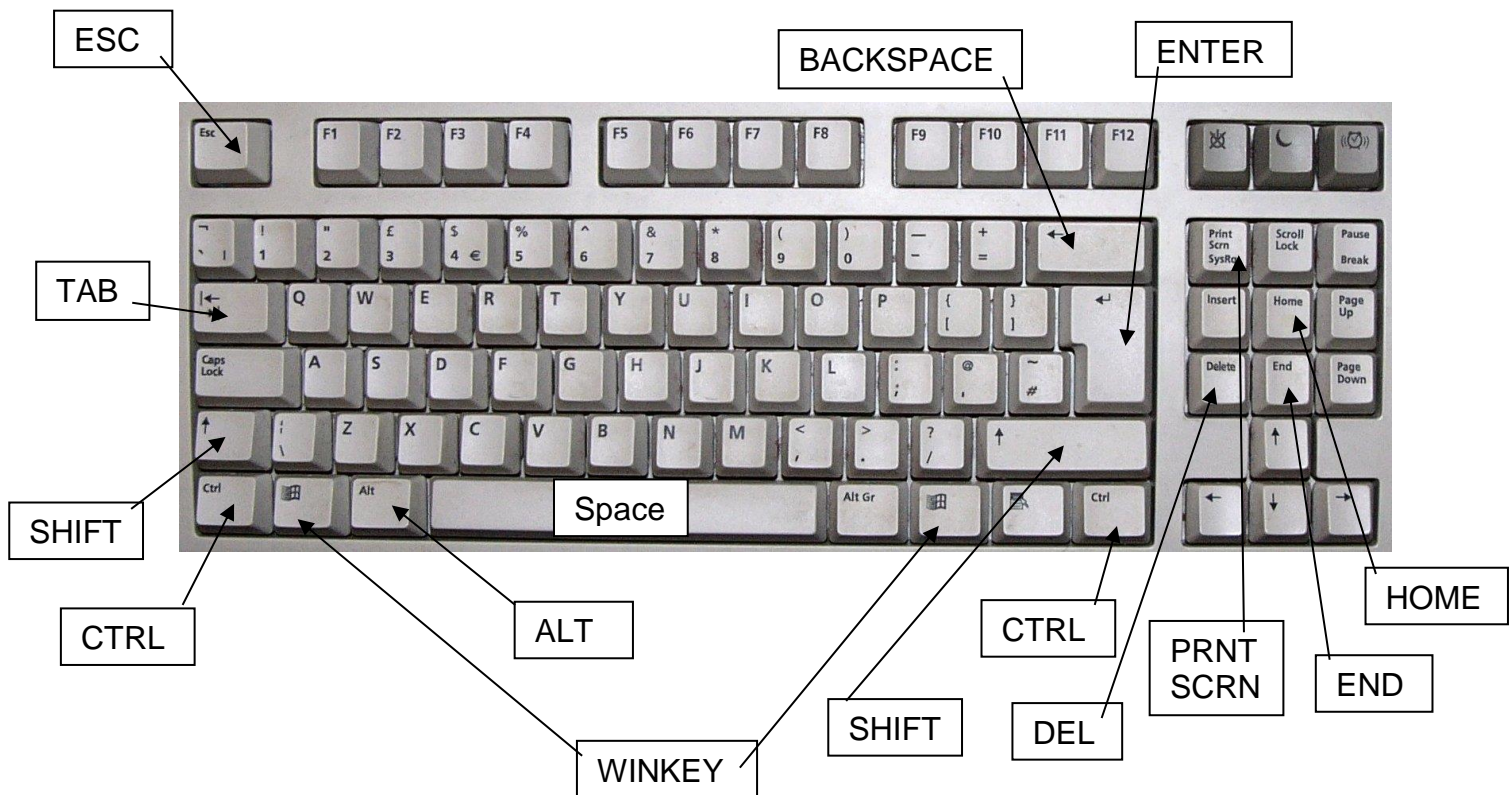
Definitions

This document does not set out to define all the shortcuts which would be overwhelming, but lists the most useful ones.

Before we start, let's just look at the definitions I'll be using and the keyboard layout. Below is a standard keyboard layout. If you use a laptop or non-standard keyboard, it might be slightly different, but the names should be the same.



We're interested in the main part of the keyboard excluding the numeric pad, and the names I will be using are identified with arrows.



The notation I shall use is as follows:

Definitions

CTRL+KEY means hold down the CTRL key and press *KEY*

CTRL+ALT+KEY means hold down the CTRL and ALT keys before pressing *KEY*

WINKEY+KEY means hold down the WINKEY and press *KEY*

e.g. CTRL+c is the shortcut for copying things

<p>General shortcuts</p>	<p>F1 F5 (or CTRL + R)</p> <p>ALT+f ALT+F4 ALT+ENTER</p> <p>CTRL+a CTRL+c CTRL+x CTRL+v</p> <p>CTRL+HOME CTRL+END</p> <p>F10 or ALT</p> <p>DEL</p> <p>SHIFT +DEL</p> <p>SHIFT while inserting CD/DVD</p>	<p>Pressing F1 usually opens the Help screen Refresh the active window</p> <p>Opens the File menu of the current Window Closes the current Window Open the Properties box</p> <p>Selects all Copies the current selection to the clipboard Deletes the current selection to the clipboard Pastes the clipboard to the current point</p> <p>Moves to the Top of a document/screen Moves to the End of a document/screen</p> <p>Selects the menu bar. Use Right/Left arrows to select the menu you want, and down arrow to display it and move to the item. Press Enter to select the item.</p> <p>Selecting a file in Windows Explorer and pressing DEL will delete the file by moving it into the file into the Recycle bin.</p> <p>Selecting a file in Windows Explorer and pressing SHIFT+DEL will permanently delete the file. Disables Autoplay for the CD/DVD</p>
<p>Windows shortcuts</p> <p>(May not work with all graphics cards)</p>	<p>ALT+TAB ALT+SHIFT+TAB</p> <p>PRNTSCRN ALT+PRNTSCRN</p> <p>CTRL+ESC or WINKEY</p> <p>WINKEY+m WINKEY+d WINKEY+SHIFT+m WINKEY+e WINKEY+f WINKEY+r WINKEY+Pause CTRL+WINKEY+F</p> <p>CTRL+ALT+ [Up] CTRL+ALT+ [Down] CTRL+ALT+ [Left] CTRL+ALT+ [Right]</p>	<p>Switches between currently open Applications As above in reverse</p> <p>Copies current image of screen to clipboard Copies current Application image to clipboard</p> <p>Opens the Start Menu</p> <p>Minimises all the Open windows Displays the desktop Reverses the effect of the above 2 options Opens My Computer Opens the Windows Search function Opens the Windows Run function Displays the Systems Properties box Search for computers on a network</p> <p>Rotate Screen - Normal Rotate Screen - Upside Down Rotate Screen - Sideways Rotate Screen - Sideways</p>

<p>Vista/ Windows7+ only</p>	<p>WINKEY+g WINKEY+t WINKEY+x WINKEY+TAB WINKEY+SPACE WINKEY+LEFT/ RIGHT WINKEY+P</p>	<p>Cycle through gadgets Cycle through Taskbar programs Open Windows Mobility Centre Cycle through programs using Flip-3D Preview the desktop Maximise window to the Left/Right of screen Choose Presentation display mode</p>
<p>Windows 8 only</p>	<p>WINKEY+q WINKEY+c WINKEY+h WINKEY+i WINKEY+z</p>	<p>This opens the search charm, set to whichever app you're currently using. You can quickly switch to a files search with WINKEY+f, or settings with WINKEY+w. Open the Charms bar Share charm Settings charm Displays the app bar. This gives contextual options in each app.</p>
<p>Windows 10 only</p>	<p>WINKEY+x WINKEY+d WINKEY+L WINKEY + A WINKEY + I WINKEY + C WINKEY + S WINKEY + [Left][Right][Up][Down] WINKEY + P WINKEY + SHIFT + S WINKEY + (. or ;) WINKEY + V</p>	<p>Opens the admin menu, which appears where the Start menu used to be. Shows the traditional desktop. Press again to minimise all desktop windows. Locks your computer and displays the Lock screen. Opens the Action Centre Opens the Settings app Launches Cortana in listening mode (for voice commands) Launches Cortana Snaps Window Left/Right/Up/Down Choose Presentation mode Screenshot part of the screen Open Emoji panel Open the clipboard (Activated by Settings/System/Clipboard and turn on Clipboard history)</p>

<p>Internet Explorer Shortcuts</p> <p><i>(works with Firefox too)</i></p>	<p>F11</p> <p>F5 F10</p> <p>CTRL+p CTRL+n CTRL+t CTRL+f (or F3)</p> <p>SHIFT+click</p> <p>CTRL+click</p> <p>CTRL+PLUS CTRL+MINUS CTRL+zero</p> <p>ALT+HOME ALT+F ALT+V ALT+T</p>	<p>Pressing F11 displays in Full Screen mode Press F11 again to return to Normal</p> <p>Refreshes the current Web page Shows Menu bar</p> <p>Opens the Print dialogue window Opens a new Browser window Opens a new Tab (IE7+) Opens the FIND dialogue</p> <p>Hold the shift key and click a link and it will open in a new Browser window</p> <p>Hold the ctrl key and click a link and it will open in a new Tab window</p> <p>Increase zoom Decrease zoom Zoom to 100%</p> <p>Go to Home page Open the File menu Open the View menu Open the Tools menu</p>
<p>Windows7+ Taskbar Shortcuts</p>	<p>SHIFT+Click button CTRL+SHIFT+button</p>	<p>Open another instance of the program Open program as Administrator</p>
<p>Outlook Express Shortcuts</p>	<p>CTRL+m CTRL+n CTRL+p</p>	<p>Send and Receive all messages Open a new message window Opens the Print dialogue window</p>

<p>Microsoft Word Shortcuts</p>	<p>F1</p> <p>CTRL+a CTRL+c CTRL+c, CTRL+c CTRL+x CTRL+v</p> <p>CTRL+b CTRL+i CTRL+u</p> <p>CTRL+n CTRL+p CTRL+f</p> <p>HOME END CTRL+HOME CTRL+END</p> <p>CTRL+ENTER ENTER SHIFT+ENTER CTRL+SHIFT+ENTER</p> <p>CTRL+SHIFT+ space CTRL+SHIFT+ hyphen</p> <p>ALT+SHIFT+x ALT+SHIFT+o</p> <p>ALT+CTRL+f</p> <p>BACKSPACE CTRL+BACKSPACE DEL CTR+DEL</p> <p>ALT+CTRL+c ALT+CTRL+r ALT+CTRL+t ALT+CTRL+fullstop</p> <p>SHIFT</p>	<p>Help</p> <p>Selects all Copies the current selection to the clipboard Pressing this twice displays the clipboard Deletes the current selection to the clipboard Pastes the clipboard to the current point</p> <p>Switches to Bold or makes selection Bold Switches to Italic or makes selection Italic Switches to Underline or Underlines selection</p> <p>Create a new document Opens the Print window Opens the Search window</p> <p>Goes to beginning of line Goes to end of line Goes to beginning of document Goes to end of document</p> <p>Force a new Page break Start a new paragraph Start a new line (same paragraph) Insert a Column break</p> <p>Create a non-breaking space Create a non-breaking hyphen</p> <p>Mark the selected text as an index entry Mark the selected text as a Table of Contents entry (the letter o, not zero) Insert a footnote</p> <p>Deletes the character to the left of the cursor Deletes the word to the left of the cursor Deletes the character to the right of the cursor Deletes the word to the right of the cursor</p> <p>Inserts the Copyright symbol © Insert the Registered Trademark symbol ® Inserts the Trademark symbol ™ Inserts an ellipsis ...</p> <p>If you hold down the Shift key you can select text using the Arrow keys</p>
<p>Table handling in Word</p>	<p>TAB SHIFT+TAB CTRL+TAB</p> <p>ALT+HOME ALT+END</p> <p>SHIFT</p>	<p>Move to the next cell Move to the previous cell Insert a TAB into the current cell</p> <p>Move to the first cell in a row Move to the last cell in a row</p> <p>Holding down SHIFT while you drag a column boundary will move all the cells to the right</p>

International Characters in Word	Press	To do this
	CTRL+` (ACCENT GRAVE), the letter	à, è, ì, ò, ù, À, È, Í, Ò, Ù
	CTRL+' (APOSTROPHE), the letter	á, é, í, ó, ú, ý, Á, É, Í, Ó, Ú, Ý
	CTRL+SHIFT+^ (CARET), the letter	â, ê, î, ô, û, Â, Ê, Î, Ô, Û
	CTRL+SHIFT+~ (TILDE), the letter	ã, ñ, õ, Ã, Ñ, Õ
	CTRL+SHIFT+: (COLON), the letter	ä, ë, ï, ö, ü, ÿ, Ä, Ê, Ì, Ö, Ü, ÿ
	CTRL+SHIFT+@, a or A	å, Å
	CTRL+SHIFT+&, a or A	æ, Æ
	CTRL+SHIFT+&, o or O	œ, Œ
	CTRL+, (COMMA), c or C	ç, Ç
	CTRL+' (APOSTROPHE), d or D	đ, Đ
	CTRL+/, o or O	ø, Ø
	ALT+CTRL+SHIFT+?	ı
	ALT+CTRL+SHIFT+!	ı
	CTRL+SHIFT+&, s	ß
Outlook Calendar	ALT+n	I find this very useful. In calendar view, pressing ALT+3 will give a 3-day view; ALT+7 gives a 7-day view. Works with n = 1 to 9

