

**Basic PC Shortcut keys**

<b>Shortcut Keys</b>	<b>Function</b>
<b>Alt+E</b>	Edit options in current program.
<b>Alt+F</b>	File menu options in current program.
<b>Ctrl+A</b>	Select all text.
<b>Ctrl+Alt+Del</b>	Restart system/Open Task Manager
<b>Ctrl+C/Ctrl+Ins</b>	Copy Selected text or file
<b>Ctrl+P</b>	Print
<b>Ctrl+S</b>	Save
<b>Ctrl+V/Shift+Ins</b>	Paste Selected all text or file.
<b>Ctrl+X/Shift+Delete</b>	Cut selected item.
<b>Ctrl+Y</b>	Redo
<b>Ctrl+Z</b>	Undo
<b>Del</b>	Delete selected items
<b>End</b>	Goes to end of current line.
<b>Enter</b>	Execute a Program
<b>Esc</b>	Terminate most of the Operation
<b>F1</b>	View help information (For All Programms)
<b>F2</b>	Rename a selected file.
<b>Home</b>	Go to beginning
<b>Page up/Page down</b>	Goes to the Top/Bottom of the document/window
<b>Shift+Delete</b>	Delete selected item permanently.
<b>Tab/ shift+Tab</b>	Select the next/Previous item.

**Microsoft Windows Shortcut Keys**

<b>Shortcut Keys</b>	<b>Functions</b>
<b>Alt + Enter</b>	Opens properties window of selected icon or program.
<b>Alt + Esc</b>	Switches between applications on taskbar.
<b>Alt + F4</b>	Closes current open program.
<b>Alt + Print Screen</b>	Creates screen shot for current program.
<b>Alt + Shift + Tab</b>	Switches backwards between open applications.
<b>Alt + Tab</b>	Switches from one open application to another open application.
<b>Ctrl + A</b>	Selects all items on a page.

<b>Ctrl + Alt + Del</b>	Opens windows task manager/reboot.
<b>Ctrl + C</b>	Copies a selection to the Clipboard.
<b>Ctrl + Esc</b>	Brings up start menu.
<b>Ctrl + F4</b>	Closes window in program.
<b>Ctrl + F</b>	Start a search tool
<b>Ctrl + N</b>	Starts a new file.
<b>Ctrl + O</b>	Opens a recently used file.
<b>Ctrl + P</b>	Prints a file.
<b>Ctrl + Plus (+) Key</b>	Automatically adjusts widths of all columns in Windows Explorer.
<b>Ctrl + S</b>	Saves changes to a file.
<b>Ctrl + Shift + C</b>	Display a shortcut menu for column headings in a file list.
<b>Ctrl + V</b>	Pastes a selection from the Clipboard.
<b>Ctrl + X</b>	Cuts a selected item.
<b>Ctrl + Y</b>	Redo a change.
<b>Ctrl + Z</b>	Undo a change.
<b>Esc</b>	Cancel a selection.
<b>F2</b>	Renames the selected icon.
<b>F3</b>	Start find from desktop.
<b>F4</b>	Opens the drive selection when browsing.
<b>F5</b>	Refreshes contents.
<b>Holding Shift During Boot up</b>	Enables boot safe mode or bypass system files.
<b>Shift + Del</b>	Deletes selected programs/files permanently.
<b>Shift + F10</b>	Simulates right click on selected item.

## Microsoft Word Shortcut Keys

Shortcut Keys	Functions
<b>Ctrl + 1</b>	Sets single line spacing.
<b>Ctrl + 2</b>	Sets double line spacing.
<b>Ctrl + 5</b>	Sets line spacing to 1.5.
<b>Ctrl + A</b>	Selects All /whole document.
<b>Ctrl + B</b>	Makes selected text Bold.
<b>Ctrl + C</b>	Copies a selection to the Clipboard.
<b>Ctrl + D</b>	Font Options
<b>Ctrl + E</b>	Aligns text center.
<b>Ctrl + F</b>	Finds text
<b>Ctrl + I</b>	Italic selected text.

Ctrl + J	Justify text.
Ctrl + K	Make Hyperlink
Ctrl + L	Aligns text left.
Ctrl + M	Increase Indent Margin
Ctrl + N	Creates a new document.
Ctrl + O	Opens an existing document.
Ctrl + P	Prints a document.
Ctrl + Q	Remove Indent Margin/Paragraph format
Ctrl + R	Aligns text right.
Ctrl + S	Saves changes to a document.
Ctrl + T	Hanging Indent
Ctrl + U	Underlines selected texts.
Ctrl + V	Pastes a selection from the Clipboard.
Ctrl + W	Close document.
Ctrl + X	cut a selection
Ctrl + Y	Redo last action.
Ctrl + Z	Undo last action.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + ]	Increase font size by +1.
Ctrl + [	Decrease font size by -1
Ctrl + Shift + F	Change Font
Ctrl + Shift + P	Change Font size
Ctrl + Shift + W	Underline but not space
Ctrl + Shift + D	Double Underline but not space
Ctrl + Shift + K	Small Capital
Ctrl + Shift + A	All Capital
Ctrl + End	Moves to the end of the document.
Ctrl + Home	Moves to the beginning of the document.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + Shift + (+)	Superscript
Ctrl + (=)	Subscript
Ctrl + (Left arrow)	Move one word to the left.
Ctrl + (Right arrow)	Move one word to the right.
Ctrl + (Up arrow)	Move to the beginning of the line or paragraph.
Ctrl + (Down arrow)	Move to the end of the paragraph.
Ctrl + Del	Delete word to the right of the cursor.
Ctrl + Backspace	Delete word to the left of the cursor.

<b>Ctrl + End</b>	Move cursor to end of the document.
<b>Ctrl + Home</b>	Move cursor to the beginning of the document.
<b>Ctrl + Space</b>	Reset highlighted text to default font.
<b>Ctrl + Alt + 1</b>	Change text to heading 1.
<b>Ctrl + Alt + 2</b>	Change text to heading 2.
<b>Ctrl + Alt + 3</b>	Change text to heading 3.
<b>F1</b>	Open <b>Help</b> .
<b>F2</b>	Move Text
<b>F3</b>	Insert Auto Text
<b>F4</b>	<b>Repeat</b> the last action performed (Word 2000+).
<b>F5</b>	Go to
<b>F6</b>	Go to next frame
<b>F7</b>	Spelling check selected text and/or document.
<b>F8</b>	Extend a selection
<b>F9</b>	Update Selected Field
<b>F10</b>	Active the Menu Bar
<b>F11</b>	Go to next field
<b>F12</b>	Saves the document as a new file/ Save as (file menu)
<b>Shift + F12</b>	Save.
<b>Shift + F3</b>	Change case of selected text.
<b>Shift + Insert</b>	Paste.
<b>Shift + F7</b>	Activate the thesaurus.
<b>Alt + Shift + D</b>	Insert the current date.
<b>Alt + Shift + T</b>	Insert the current time.

### MS EXCEL SHORTCUT KEYS

SHORTCUT KEYS	FUNCTIONS
<b>Alt + =</b>	Auto sum all of the above cells.
<b>Alt + Shift + F1</b>	Insert new worksheet.
<b>Ctrl + (Right arrow)</b>	Move to next section of text.
<b>CTRL+ UP ARROW</b>	Move to the 1 <sup>st</sup> page.
<b>CTRL+ DOWN ARROW</b>	Move to the last page.
<b>Ctrl + ;</b>	Enter the current date
<b>Ctrl + Shift + ; / Ctrl + :</b>	Enter the current time.
<b>Ctrl + 5</b>	Apply strikethrough formatting.
<b>Ctrl +7.</b>	Show or hide the standard toolbar
<b>Ctrl +9</b>	Hide rows
<b>CTRL+SHIFT+(</b>	Unhide rows

<b>Ctrl +0</b>	Hide Columns
<b>CTRL+SH FT+)</b>	Unhide Columns
<b>CTRL+ SPACEBAR</b>	Select the entire column
<b>ALT+C</b>	Move the selected field in to the <b>column area</b> .
<b>ALT+D</b>	Move the selected field in to the <b>data area</b> .
<b>ALT +Shift +F1</b>	Insert a new worksheet
<b>CTRL + Home</b>	Move to the beginning of the worksheet
<b>CTRL+End</b>	Move to the last cell on the worksheet
<b>ALT+ ENTER</b>	start a new line in the same cell.
<b>Ctrl + A</b>	Select all contents of a worksheet.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + D</b>	Fill down
<b>Ctrl + R</b>	Fill to the right
<b>Ctrl + F</b>	Open find and replace options.
<b>Ctrl + F10</b>	Maximize currently selected window.
<b>Ctrl + F6</b>	Switch between open workbooks/windows.
<b>Ctrl + F9</b>	Minimize current window.
<b>Ctrl + G</b>	Open go to options.
<b>Ctrl + H</b>	Open find and replace options.
<b>Ctrl + I</b>	Italic highlighted selection.
<b>Ctrl + K</b>	Insert link
<b>Ctrl + N</b>	Open new document.
<b>Ctrl + O</b>	Open options.
<b>Ctrl + P</b>	Open print dialog box.
<b>Ctrl + S</b>	Save.
<b>Ctrl + U</b>	Underline highlighted selection.
<b>Ctrl + V</b>	Paste
<b>Ctrl + W</b>	Close document.
<b>Ctrl + Y</b>	Underline selected text.
<b>Ctrl + Z</b>	Undo last action.
<b>F11</b>	Create chart
<b>F2</b>	Edit the selected cell.
<b>F5</b>	Go to a specific cell.
<b>F7</b>	Spell check selected text and/or document.
<b>Ctrl + Shift + !</b>	Format number in comma format.
<b>Ctrl + Shift + #</b>	Format number in date format.
<b>Ctrl + Shift + \$</b>	Format number in currency format.
<b>Ctrl + Shift + %</b>	Format number in percentage format.

<b>Ctrl + Shift + @</b>	Format number in time format.
<b>Ctrl + Shift + ^</b>	Format number in scientific format.
<b>Ctrl + Space</b>	Select entire column.
<b>Ctrl + Tab</b>	Move between two or more open Excel files
<b>Ctrl + Page up</b>	Move to Previous Excel worksheets in the same document.
<b>Ctrl+ Page Down</b>	Move to next Excel worksheets in the same document.
<b>Shift + F3</b>	Open the Excel formula window.
<b>Shift + F5</b>	Bring up the search box
<b>Shift + Spacebar</b>	Select entire row.

### Outlook Shortcut keys

Shortcut keys	Functions
<b>Alt + S</b>	Send the email.
<b>Ctrl + B</b>	Bold highlighted selection.
<b>Ctrl + C</b>	Copy selected text.
<b>Ctrl + F</b>	Forward an email.
<b>Ctrl + I</b>	Italicize highlighted selection.
<b>Ctrl + K</b>	Complete name/email typed in address bar.
<b>Ctrl + N</b>	Create a new email.
<b>Ctrl + P</b>	Open print dialog box.
<b>Ctrl + R</b>	Reply to an email.
<b>Ctrl + Shift + A</b>	Create a new appointment to your calendar.
<b>Ctrl + Shift + C</b>	Create a new contact.
<b>Ctrl + Shift + I</b>	Open the inbox.
<b>Ctrl + Shift + K</b>	Add a new task.
<b>Ctrl + Shift + O</b>	Open the outbox.
<b>Ctrl + Shift+ J</b>	Create a new journal entry.
<b>Ctrl + U</b>	Underline highlighted selection.
<b>Ctrl + X</b>	Cut selected text.

### WINKEY shortcuts

Shortcut keys	Functions
<b>WINKEY + CTRL + F</b>	Display the search for computers window.
<b>WINKEY + D</b>	Bring desktop to the top of other windows.
<b>WINKEY + E</b>	Open Microsoft Explorer.
<b>WINKEY + F</b>	Display the Windows Search/Find feature.

<b>WINKEY + F1</b>	Display the Microsoft Windows help.
<b>WINKEY + L</b>	Lock the computer (Windows XP & later).
<b>WINKEY + M</b>	Minimize all windows.
<b>WINKEY + Pause /Break</b>	Open the system properties window.
<b>WINKEY + R</b>	Open the run window.
<b>WINKEY + SHIFT + M</b>	Undo the minimize done by WINKEY + M and WINKEY + D.
<b>WINKEY + Tab</b>	Cycle through open programs on the taskbar.
<b>WINKEY + U</b>	Open utility manager.

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