

**Windows XP, Vista, Windows7,  
Internet Explorer and Office**

# **Keyboard Shortcuts**

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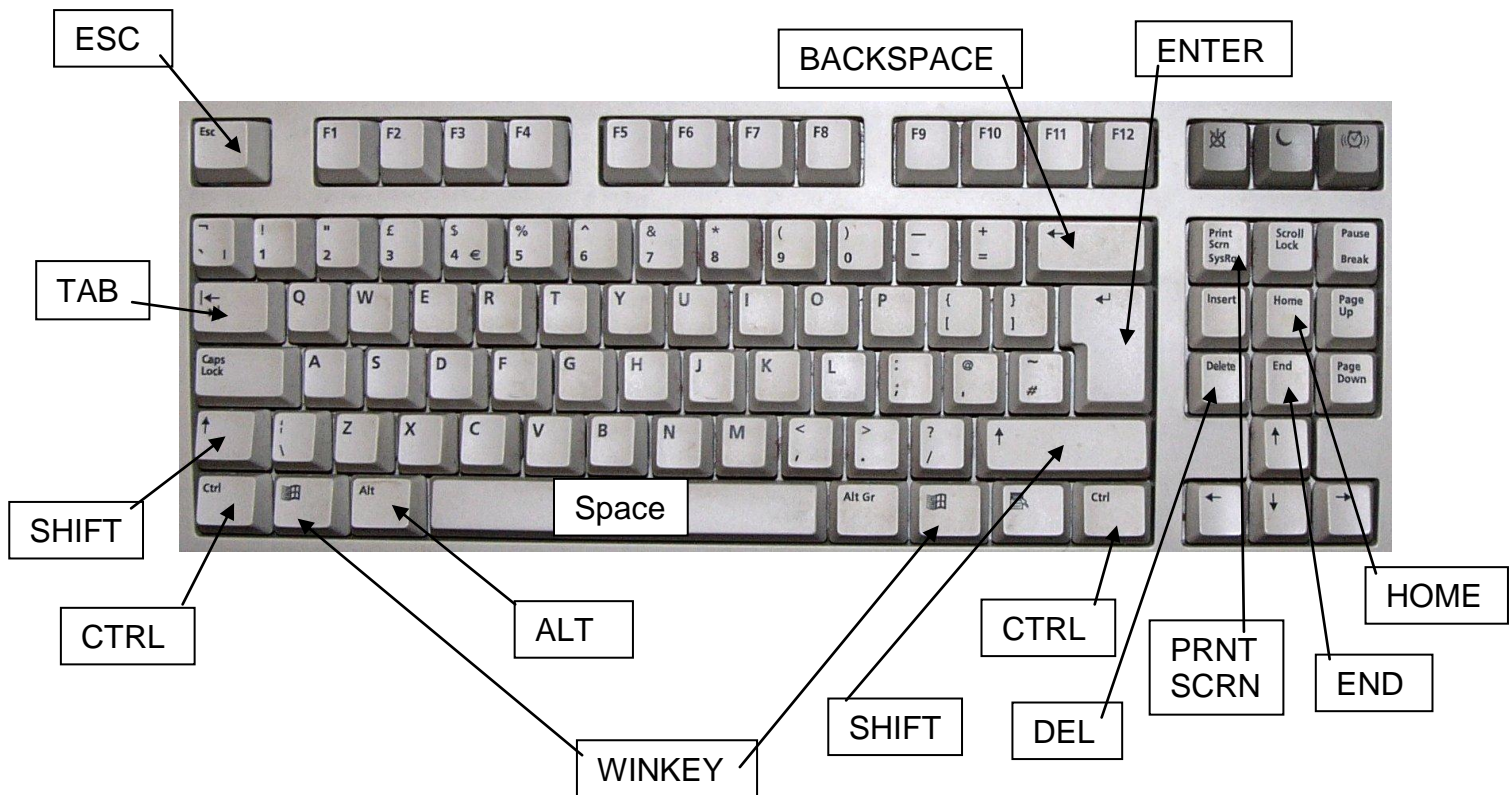
## Definitions

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

## **General shortcuts**

F1	Pressing F1 usually opens the Help screen
F5 (or CTRL + R)	Refresh the active window
ALT+f	Opens the File menu of the current Window
ALT+F4	Closes the current Window
ALT+ENTER	Open the Properties box
CTRL+a	Selects all
CTRL+c	Copies the current selection to the clipboard
CTRL+x	Deletes the current selection to the clipboard
CTRL+v	Pastes the clipboard to the current point
CTRL+HOME	Moves to the Top of a document/screen
CTRL+END	Moves to the End of a document/screen
F10 or ALT	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.
DEL	Selecting a file in Windows Explorer and pressing DEL will delete the file by moving it into the file into the Recycle bin.
SHIFT +DEL	Selecting a file in Windows Explorer and pressing SHIFT+DEL will permanently delete the file.
SHIFT while inserting CD/DVD	Disables Autoplay for the CD/DVD

## **Windows shortcuts**

ALT+TAB	Switches between currently open Applications
ALT+SHIFT+TAB	As above in reverse
PRNTSCRN	Copies current image of screen to clipboard
ALT+PRNTSCRN	Copies current Application image to clipboard
CTRL+ESC or WINKEY	Opens the Start Menu
SHIFT	Holding down the Shift key when loading a CD/DVD prevents it Autoplaying
WINKEY+m	Minimises all the Open windows
WINKEY+d	Displays the desktop
WINKEY+SHIFT+m	Reverses the effect of the above 2 options
WINKEY+e	Opens My Computer
WINKEY+f	Opens the Windows Search function
WINKEY+r	Opens the Windows Run function
WINKEY+Pause	Displays the Systems Properties box
CTRL+WINKEY+F	Search for computers on a network

## **Vista/Windows7 only**

WINKEY+g	Cycle through gadgets
WINKEY+t	Cycle through Taskbar programs
WINKEY+x	Open Windows Mobility Centre
WINKEY+TAB	Cycle through programs using Flip-3D
WINKEY+SPACE	Preview the desktop
WINKEY+LEFT/ RIGHT	Maximise window to the Left/Right of screen
WINKEY+P	Choose Presentation display mode

**Internet Explorer Shortcuts**

**(works with Firefox too)**

F11	Pressing F11 displays in Full Screen mode Press F11 again to return to Normal
F5	Refreshes the current Web page
F10	Shows Menu bar
CTRL+p	Opens the Print dialogue window
CTRL+n	Opens a new Browser window
CTRL+t	Opens a new Tab (IE7+)
CTRL+f (or F3)	Opens the FIND dialogue
SHIFT+click	Hold the shift key and click a link and it will open in a new Browser window
CTRL+click	Hold the ctrl key and click a link and it will open in a new Tab window
CTRL+PLUS	Increase zoom
CTRL+MINUS	Decrease zoom
CTRL+zero	Zoom to 100%
ALT+HOME	Go to Home page
ALT+F	Open the File menu
ALT+V	Open the View menu
ALT+T	Open the Tools menu

**Outlook Express Shortcuts**

CTRL+m	Send and Receive all messages
CTRL+n	Open a new message window
CTRL+p	Opens the Print dialogue window

**Windows7 Taskbar Shortcuts**

SHIFT+Click button	Open another instance of the program
CTRL+SHIFT+button	Open program as Administrator

**Microsoft  
Word  
Shortcuts**

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

## **Table handling in Word**

TAB	Move to the next cell
SHIFT+TAB	Move to the previous cell
CTRL+TAB	Insert a TAB into the current cell
ALT+HOME	Move to the first cell in a row
ALT+END	Move to the last cell in a row
SHIFT	Holding down SHIFT while you drag a column boundary will move all the cells to the right

## **International Characters in Word**

Press	To do this
CTRL+` (ACCENT GRAVE), the letter	à, è, ì, ò, ù, À, Ê, Î, Ó, Û
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, Ë, 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
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