

Windows XP, Vista and Office

Keyboard Shortcuts

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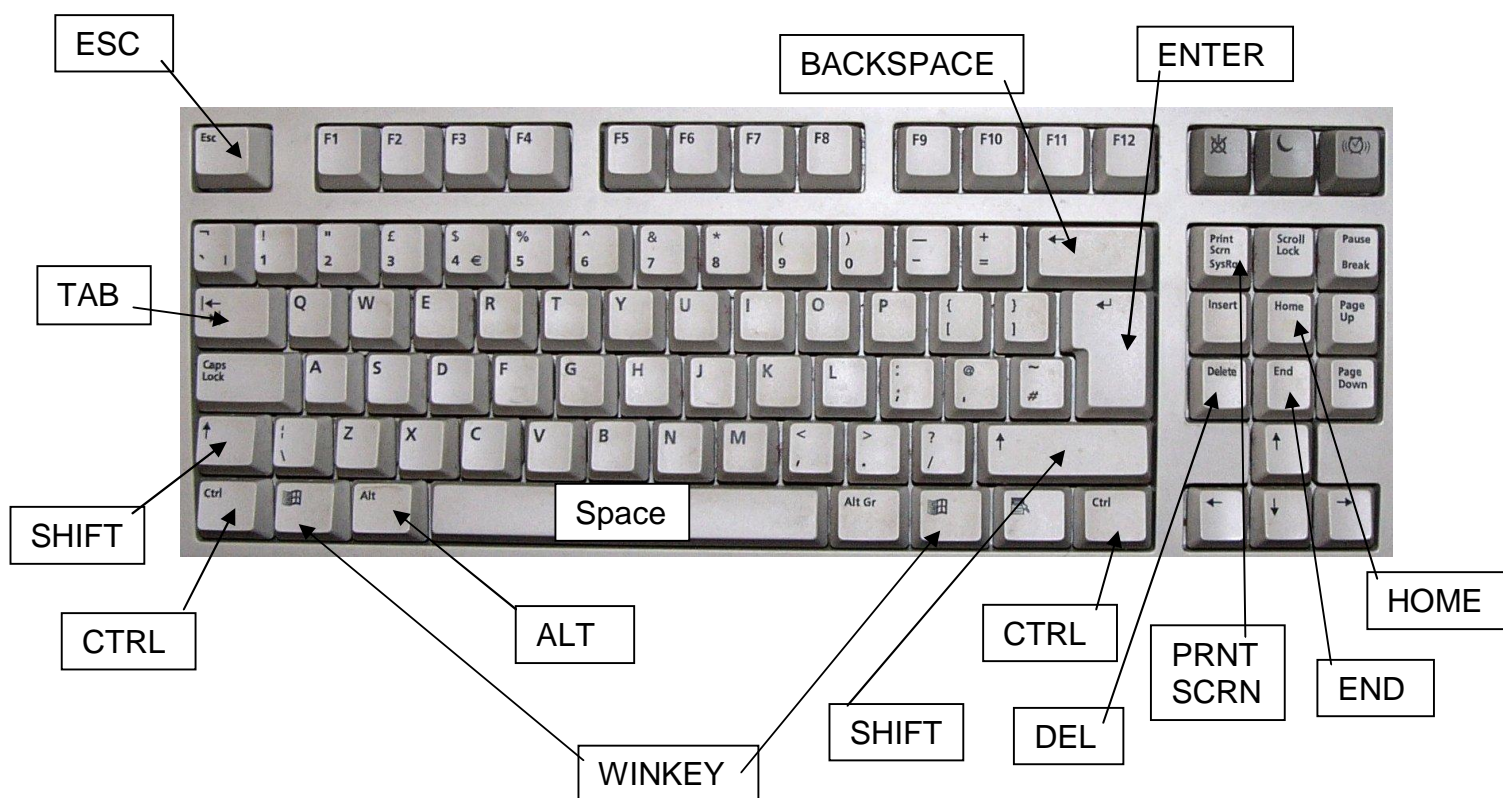
Definitions

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 |
| 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. |

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+Break | Displays the Systems Properties box |
| CTRL+WINKEY+F | Search for computers on a network |

Vista only

| | |
|--------------|--------------------------------------|
| WINKEY+g | Cycle through sidebar gadgets |
| WINKEY+t | Cycle through Taskbar programs |
| WINKEY+x | Open Windows Mobility Centre |
| WINKEY+TAB | Cycle through programs using Flip-3D |
| WINKEY+SPACE | Bring Gadgets to the front |

**Internet
Explorer
Shortcuts**

| | |
|-------------|--|
| F11 | Pressing F11 displays in Full Screen mode Press F11 again to return to Normal |
| F5 | Refreshes the current Web page |
| CTRL+p | Opens the Print dialogue window |
| CTRL+n | Opens a new Browser window |
| CTRL+t | Opens a new Tab (IE7+) |
| 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 |

**Outlook
Express
Shortcuts**

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

**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, É, Í, Ó, Ú |
| 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

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|-------|---|
| 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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