

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

Useful Keyboard Shortcuts

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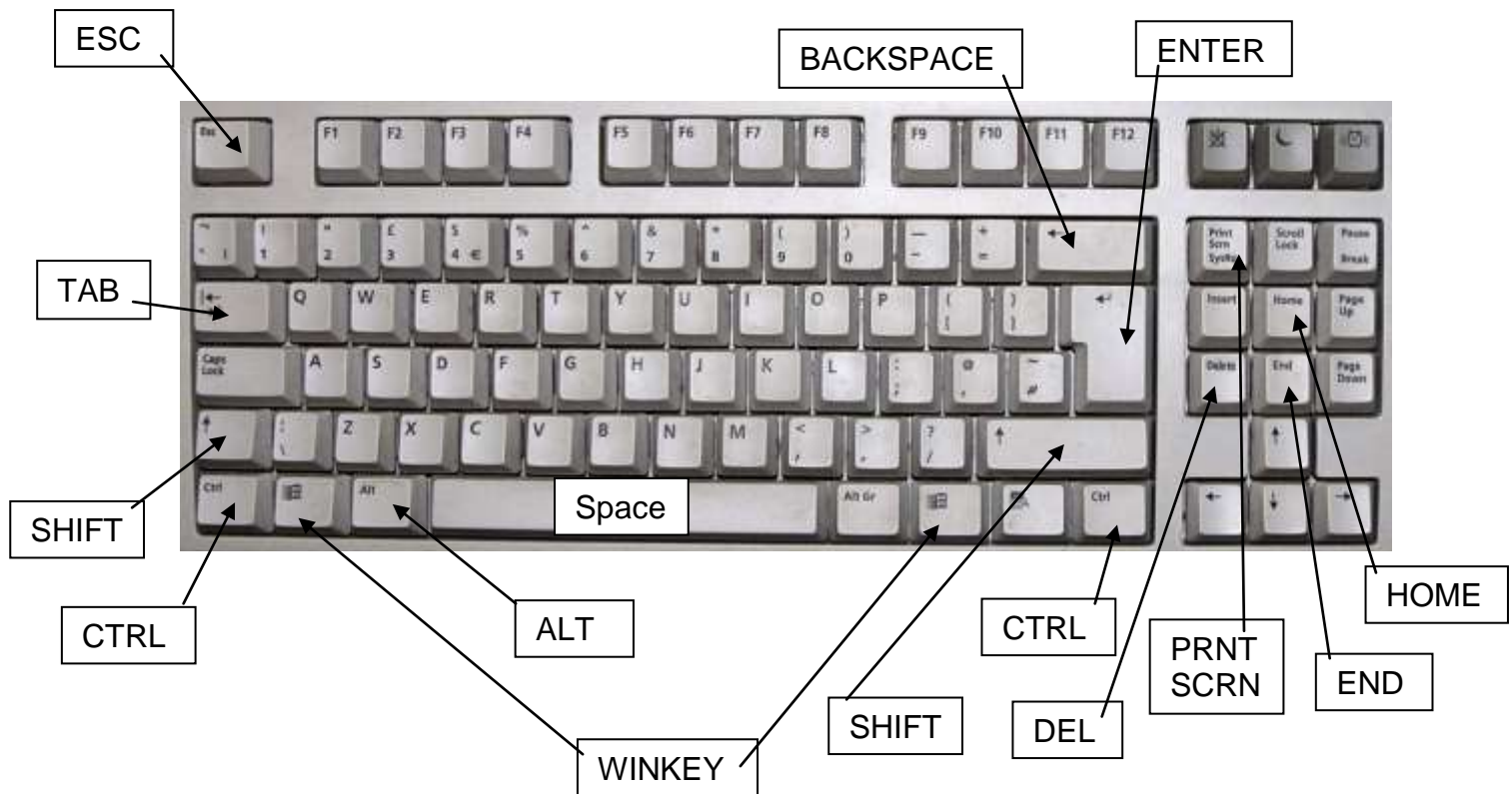
Definitions

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

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

Windows 8 only

WINKEY+q	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.
WINKEY+c	Open the Charms bar
WINKEY+h	Share charm
WINKEY+i	Settings charm
WINKEY+z	Displays the app bar. This gives contextual options in each app.
WINKEY+x	Opens the admin menu, which appears where the Start menu used to be.
WINKEY+d	Shows the traditional desktop. Press again to minimise all desktop windows.
WINKEY+L	Locks your computer and displays the Lock screen.

Windows 10 only

WINKEY + A	Opens the Action Centre
WINKEY + I	Opens the Settings app
WINKEY + C	Launches Cortana in listening mode (for voice commands)
WINKEY + S	Launches Cortana
WINKEY + [Left][Right][Up][Down]	Snaps Window Left/Right/Up/Down

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

**Windows7+
Taskbar
Shortcuts**

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

**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)
ALT+CTRL+f	Insert a footnote
BACKSPACE	Deletes the character to the left of the cursor
CTRL+BACKSPACE	Deletes the word to the left of the cursor
DEL	Deletes the character to the right of the cursor
CTR+DEL	Deletes the word to the right of the cursor
ALT+CTRL+c	Inserts the Copyright symbol ©
ALT+CTRL+r	Insert the Registered Trademark symbol ®
ALT+CTRL+t	Inserts the Trademark symbol ™
ALT+CTRL+fullstop	Inserts an ellipsis ...
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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