

WINDOWS KEYBOARD SHORTCUTS

Learning all the keyboard shortcuts may seem daunting at first, but once learned, they really do save a lot of time. Start by choosing a few that you think you might use often and once you become familiar with them add a few more. Before long you'll be whipping through the shortcuts like a pro.

Tip: many shortcut strokes are given on the various Windows programs' toolbars. For example, in Word, click on Edit and you will see that just to the right of many of the choices the shortcut strokes are listed. These are the more commonly used ones and would be a good "starter list".

Below is a list of the 26 Windows Keyboard Shortcuts associated with each letter of the alphabet.

| Shortcut | Function |
|--------------|--------------------|
| [Ctrl] and A | Select All |
| [Ctrl] and B | Bold |
| [Ctrl] and D | Duplicate |
| [Ctrl] and F | Find |
| [Ctrl] and G | Go To Page |
| [Ctrl] and H | Replace |
| [Ctrl] and I | Italic |
| [Ctrl] and J | Justify Text |
| [Ctrl] and L | Left Align Text |
| [Ctrl] and N | Open new document |
| [Ctrl] and O | Open |
| [Ctrl] and P | Print |
| [Ctrl] and Q | Quit |
| Ctrl and R | Right Align Text |
| [Ctrl] and S | Save |
| [Ctrl] and U | Underline |
| [Ctrl] and V | Paste |
| [Ctrl] and W | Close document |
| [Ctrl] and X | Cut |
| [Ctrl] and Z | Undo the last task |

These Windows Keyboard Shortcuts deal with other keys besides the letter keys. Try them out, and see which shortcuts will help you waste less time.

| Key Combination | Result |
|---|--|
| [Alt] and [Esc] | Switch between running applications |
| [Alt] and [Tab] | Toggle to the last used window |
| [Alt] and repeatedly press [Tab] | Toggle between several windows |
| [Alt] and letter | Select menu item by underlined letter |
| [Ctrl] and [Esc] | Open Start Menu |
| [Ctrl] and [F4] | Close active document or group |
| [Alt] and [F4] | Quit active application or close current window |
| [Alt] and [-] | Open Control menu for active document |
| [Alt] and [Spacebar] | Open Control menu for active application |
| [Ctrl] and [Lft/Rt. Arrow] | Move cursor forward or back one word |
| [Ctrl] and [Up/Down arrow] | Move cursor forward or back one paragraph |
| [Ctrl] and X | Cut selected text or object(s) |
| [Ctrl] and C | Copy selected text or object(s) |
| [Ctrl] and V | Paste copied text or object(s) |
| [F1] | Open Help for active application |
| [Windows] and E | Open Windows Explorer |
| [Windows] and F | Open Find |
| [Windows] and M | Minimize all open windows |
| [Shift] and [Windows] and M | Undo minimize all open windows |
| [Windows] and R | Open Run window |
| [Windows] and [F1] | Open Windows Help |
| [Windows] and [Tab] | Cycle through the Taskbar buttons |
| [Windows] and [Break] | Open the System Properties dialog box |
| Hold down [Shift] while inserting disc. | Prevent a CD or CD-ROM from autoplaying. |
| [Shift] and F10 | Display a “right click” context menu |
| [Shift] and [Delete] | Delete an item without sending it to the recycle bin |
| [Shift] and [Tab] | Move backwards through options |
| [Control] and [Shift] and [Tab] | Move backwards through tabs |

Text Selection Shortcuts

These shortcuts help you select text to cut, copy, or paste, if you don't feel like using your mouse. Try the shortcuts on the text you see here.

| Press these keys | To extend a selection... |
|--------------------------------------|---------------------------------|
| [Shift] and [Right Arrow] | One character right |
| [Shift] and [Left Arrow] | One character left |
| [Ctrl] and [Shift] and [Right Arrow] | To end of a word |
| [Ctrl] and [Shift] and [Left Arrow] | To beginning of a word |
| [Shift] and [End] | To end of a line |
| [Shift] and [Home] | To beginning of a line |
| [Shift] and [Down Arrow] | One line down |
| [Shift] and [Up Arrow] | One line up |
| [Ctrl] and [Shift] and [Down Arrow] | To the end of a paragraph |
| [Ctrl] and [Shift] and [Up Arrow] | To the beginning of a paragraph |
| [Shift] and [Page Down] | One screen down |
| [Shift] and [Page Up] | One screen up |
| [Alt] and [Ctrl] and [Page Down] | To the end of a window |
| [Ctrl] and [Shift] and [Home] | To the beginning of a document |
| [Ctrl] and A | To include the entire document |

Sources:

<http://www.learntha.com/courses/computer/winshortcuts/>
<http://www.goodnet.com/~gactr/computer.htm#CompTips>