

## Keyboard Shortcuts

Shortcut	Function
Ctrl+N	New Document
Ctrl+O	Open Document
Ctrl+S	Save
F12	Save As
Ctrl+P	Print
F7	Spell Check
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
F1	Help
Ctrl+D	Font
Ctrl+Shift+F	Font style
Ctrl+Shift+P	Font size
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+L	Left align
Ctrl+R	Right align
Ctrl+E	Center
Ctrl+J	Justify
Ctrl+Home	Cursor to beginning of document
Ctrl+End	Cursor to end of document
Ctrl+A	Select all
Ctrl+G	Go to
Ctrl+F	Find
Ctrl+Shift+A	All caps
Alt+Ctrl+V	Auto format
Shift+F3	Change case
Alt+F4	Close window
Ctrl+backspace	Delete previous word
Alt+Shift+F7	Dictionary
Shift+F7	Thesaurus
Ctrl+1	Single line spacing
Ctrl+5	1.5 line spacing
Ctrl+2	Double line spacing
<b>WORD 97</b>	
Ctrl+W	Close document
Ctrl+] ]	Grow font (by 1 point)
Ctrl+[ [	Shrink font (by 1 point)
Shift_Ctrl+Home	Select all text from cursor up to top of doc.
Shift+Ctrl+Pg Down	Select all text from cursor down to bottom of doc.
Shift+F5	Move to last point of editing (up to last 3 locations)
<b>WORD 98</b>	
Shift+F10	Right click
Windows+D	Minimize/maximize all windows
Windows+M	Minimize all windows
Shift+Windows+M	Maximize all windows
Windows+E	Launch Windows Explorer

Windows+R	Open Run dialog box
Windows+F	Open Find all files dialog box
<b>MICROSOFT EXCEL</b>	
Ctrl+F12	Open spreadsheet
Ctrl+O	Open spreadsheet
Shift+F12	Save spreadsheet
Ctrl+S	Save spreadsheet
Ctrl+Shift+F12	Print spreadsheet
Ctrl+P	Print
F2	Edit active cell
F4	Repeat last action
F6	Move to next pane
F9	Calculate all sheets in open workbooks
F11	Create chart
Ctrl+;	Insert date
Shift+Ctrl+;	Insert time
Ctrl+Y	Repeat last action
Ctrl+Z	Undo last change
<b>MICROSOFT OUTLOOK</b>	
Ctrl+Shift+I	Switch to inbox
Ctrl+Shift+O	Switch to outbox
Ctrl+M	Check new mail
Ctrl+R or Alt+R	Reply to mail message
Ctrl+Shift+R or Alt+L	Reply to all
Ctrl+Shift+B	Global Address Book
Ctrl+Shift+V	Move to folder
Ctrl+Enter or Alt+S	Send mail
<b>INTERNET EXPLORER</b>	
Alt+Left arrow	Previous page
Alt+Right arrow	Next page
Down arrow	Scroll down
Up arrow	Scroll up
F4	Display URLs in address bar
F5	Refresh current page
Ctrl+Enter	Add www. and .com to word to form URL in address bar
Ctrl+D	Add to favorite list
Ctrl+S	Save page

### GENERAL HELPFUL HINTS

To pull down tool bar use Alt+underlined letter; ie-Alt+F will access File commands.

To change active windows when more than one application is open hold Alt and hit Tab and switch between active windows.

To highlight hold Shift and use arrow keys. This really improves accuracy and speed.

Any word that has an underlined letter (Yes, No) you can simply type the underlined letter to access the command. However, if you have a flashing cursor activated you need to hold Alt then key letter.