

# Windows Productivity Shortcuts

- Beginner
- Intermediate
- ◆ Advanced



## Common

### Common Windows

●	Find a file	⌘ F (or F3)
●	Opens My Computer Folder (Windows Explorer)	⌘ E
●	Opens the Start menu	⌘
●	Lock the computer	⌘ L
■	Access the "Control" box	Alt Space
■	Opens Run dialog box	⌘ R
■	View Properties of files or folders	Alt Enter
■	Minimize all open windows (Display desktop). Repeat to restore	⌘ D
■	Opens the context menu	Shift F10
■	Switch among applications	Alt Tab
■	Switch among documents within an application May also switch between tabs in the active window	Ctrl Tab
◆	Permanently deletes an item bypassing the recycle bin	Shift Delete
◆	Opens the System window	⌘ Break
◆	Switch between "panes" within a single window	Alt F6

### Editing

●	Bold, Italics, Underline	Ctrl B, I, U
●	Copy	Ctrl C
●	Cut	Ctrl X
●	Select All	Ctrl A
●	Paste	Ctrl V
●	Undo	Ctrl Z
●	Redo	Ctrl Y
●	Rename file or folder	F2
◆	Insert a line break in a field/cell that does not accept <Enter>	Ctrl Enter
◆	Move a block of text. (First select the block to be moved.)	Drag with mouse

### Document Operations

●	Open	Ctrl O
●	New	Ctrl N
●	Print	Ctrl P
●	Save	Ctrl S
■	Save As	F12
■	Print preview	Ctrl F2

### Help

●	Help	F1
●	Context-sensitive help	Ctrl F1



## Word

### Fundamentals

●	Closes the active window, but does not Exit Word	Ctrl F4
●	Exit - Closes Microsoft Word	Alt F4
■	Maximize document	Ctrl F10
■	Restore document	Ctrl F5

### Special Features

●	Check spelling	F7
■	Check the thesaurus	Shift-F7

*...Word***Editing Text**

●	Find - Searches for specified text in the active document	Ctrl F
●	Insert Date field	Alt-Shift-D
●	Insert Time field	Alt-Shift-T
■	Delete one word to the left	Ctrl Backspace
■	Delete one word to the right	Ctrl Del
■	Page break	Ctrl Enter
■	Column break	Ctrl Shift Enter
◆	Move the paragraph down	Alt-Shift-Down Arrow
◆	Move the paragraph up	Alt-Shift-Up Arrow

**Formatting Paragraphs & Documents**

●	Single space lines	Ctrl 1
●	Double space lines	Ctrl 2
●	Set 1.5x line spacing	Ctrl 5
■	Center a paragraph	Ctrl E
■	Justify a paragraph (flush left and right margins)	Ctrl J
■	Right aligns a paragraph	Ctrl R
■	Left aligns a paragraph	Ctrl L
◆	Create a hanging indent	Ctrl T
◆	Reduce a hanging indent	Ctrl Shift T
◆	Apply Bullet List	Ctrl Shift L

**Mail Merge**

◆	Mail Merge Check (Does nothing if not a merge doc.)	Alt Shift K
◆	Mail merge to Printer	Alt Shift M
◆	Insert a variable field	Alt Shift F

**Formatting Text**

●	Change the case of Letters	Shift F3
■	Apply Heading 1	Alt Ctrl 1
■	Apply Heading 2	Alt Ctrl 2
■	Apply Heading 3	Alt Ctrl 3
■	Auto Format Document	Alt Ctrl K
■	Decrease font size (by 1 point)	Ctrl [
■	Increase font size (by 1 point)	Ctrl ]
■	Double underline text	Ctrl Shift D
■	Expand an Auto text entry	F3 or ENTER
■	Font dialog box	Ctrl D
■	Underline words but not spaces	Ctrl Shift W
◆	Font face (move to the dropdown box)	Ctrl Shift F
◆	Font size (move to the dropdown box)	Ctrl Shift P
◆	Style (move to the dropdown box)	Ctrl Shift S
◆	Create an auto text entry. (First select the text block)	Alt F3
◆	Decrease font size (by predetermined increments)	Ctrl Shift ,
◆	Increase font size (by predetermined increments)	Ctrl Shift . (period)
◆	Format characters as subscript	Ctrl = (equal sign)
◆	Format characters as superscript	Ctrl + (plus sign)

**Other**

■	Create a Bookmark	Ctrl Shift F5
■	Link to a Bookmark (or insert a hyperlink)	Ctrl K
■	Select an odd-shaped block	Hold Alt, drag mouse
■	Toggle between showing and hiding nonprinting characters	Ctrl Shift * (asterisk)
◆	Insert field markers (insert a variable or calculation)	Ctrl-F9
◆	Resolve/Calculate field markers (variables)	F9



# PowerPoint

## Formatting Text & Paragraphs

●	Generally very similar to Word	<i>See Word</i>
■	Promote a paragraph	Alt Shift Left Arrow
■	Demote a paragraph	Alt Shift Right arrow

## Slides

●	Insert a new slide	Ctrl M
●	Make a duplicate of the current slide	Ctrl D
●	Start a slide show	F5
●	Switch to the next pane (clockwise)	F6
●	Switch to the previous pane (counterclockwise)	Shift F6
●	View guides	Ctrl G



# Excel

## Moving

●	Go to	F5
●	Move to Cell A1	Ctrl Home
●	Move to last cell	Ctrl End
●	Next worksheet	Ctrl PgDn
●	Previous worksheet	Ctrl PgUp
■	Move one screen left	Alt PgUp
■	Move one screen right	Alt PgDn

## Editing

●	Edit the current cell	F2
●	Create a chart (from current range)	F11 or Alt F1
●	Insert (cell, row, column)	Ctrl + (plus)
●	Delete (cell, row, column)	Ctrl - (minus)
●	Enter date	Ctrl ; (semicolon)
●	Enter time	Ctrl : (colon)
●	Line Break (while editing a cell)	Alt Enter
●	Toggle cell reference (absolute and relative)	F4
■	Create/Edit comment in current cell	Shift F2
■	Insert a new worksheet	Shift F11
■	Select current column	Ctrl Space
■	Select current row	Shift Space
■	Copy formula from cell above	Ctrl `
■	Copy value from cell above	Ctrl Shift `

## Display

■	Display formulas	Ctrl `
■	Hide a column	Ctrl 0
■	Hide a row	Ctrl 9
■	Unhide a column	Ctrl Shift 0
■	Unhide a row	Ctrl Shift 9
■	Toggle outlines	Ctrl 8

## Formulas

●	Format as currency	Ctrl Shift 4
●	Percentage	Ctrl Shift %
■	Apply AutoSum	Alt =



## Internet Explorer

### Standard Bar

●	Open Favorites in Explorer bar	Ctrl I
●	Open History in Explorer bar	Ctrl H
●	Open Search in Explorer bar	Ctrl E

### Within a web page

●	Display a shortcut menu for a link	Shift F10 or right-click
●	Move to the beginning of a document	Home
●	Move to the end of a document	End
●	Move forward through the links on a Web page, the Address bar, and the Links bar	Tab
●	Open a new window	Ctrl N
●	Scroll towards the beginning of a document	Up Arrow
●	Scroll towards the end of a document	Down Arrow
■	Go to a new location	Ctrl O
■	Organize Favorites Panel	Ctrl B
■	Toggle between Full Screen and regular view	F11

### Web Pages

●	Close the current window	Ctrl W
●	Find on this page	Ctrl F
●	Go to the previous page	Backspace
●	Go to your Home page	Alt Home
■	Go to the next page	Alt Right Arrow
■	Refresh the current Web page	F5
■	Stop downloading a page	Esc



## Outlook

### Fundamentals

●	Check for new mail	F5 or Ctrl M
●	Delete an e-mail message, contact, calendar item, or task	Ctrl D
●	Open an e-mail message	Ctrl Shift M
●	Open the address book	Ctrl Shift B
●	Switch to Inbox	Ctrl Shift I
●	Switch to Outbox	Ctrl Shift O
●	To Send	Alt S
●	Forward the current email	Ctrl F
●	Send/Receive All	Ctrl M
●	Reply All	Alt L
●	Reply	Alt R
●	Delete an item (message, task, etc...)	Ctrl D
●	Go To Contacts	Ctrl 3
●	Go To Calendar	Ctrl 2
■	Make the Find a Contact box active	F11
■	Mark an e-mail message as read	Ctrl Q
■	Mark an e-mail message as unread	Ctrl U
■	Create new a contact	Ctrl Shift C
■	Advanced Find	Ctrl Shift F
■	Save a draft message	Ctrl S

### Composing an email

●	Open the Address Book with the To Field selected	Alt . (period)
●	Move to the subject field	Alt J
■	Delete a "bad" email recipient from the auto-complete list	Delete
■	Select message Recipients for CC field	Alt C
■	Select message Recipients for BC field	Alt B



## Google Tools

●	Find pictures, clipart, graphics	<a href="http://images.google.com">images.google.com</a>
●	Notification of news events / web events	<a href="http://www.google.com/alerts">www.google.com/alerts</a>
●	Translate	<a href="http://www.google.com/language_tools">www.google.com/language_tools</a>
●	Search video clips / shows	<a href="http://www.video.google.com">www.video.google.com</a>
●	Find out all the up to date news	<a href="http://www.news.google.com">www.news.google.com</a>
■	Gmail – free email with over 2gb of space	<a href="http://www.gmail.com">www.gmail.com</a>
■	Maps: find stuff by locale	<a href="http://maps.google.com">maps.google.com</a>
■	Literature search	<a href="http://scholar.google.com">scholar.google.com</a>
■	Desktop search – Brings Google searching to your personal files. (See also <a href="http://www.copernic.com">www.copernic.com</a> )	<a href="http://desktop.google.com">desktop.google.com</a>
■	Calculator, conversions, definitions, patents, area codes, stocks, spell check, search within a site, travel info, courier tracking, etc...	<a href="http://www.google.com/help/features.html">www.google.com/help/features.html</a>



## Acrobat

### Display

●	Zoom in	Ctrl =
●	Zoom out	Ctrl -
●	Zoom to	Ctrl M
●	Fit in Window view	Ctrl 0
●	Actual size view (100%)	Ctrl 1
■	Rotate pages clockwise	Ctrl Shift +
■	Rotate pages counterclockwise	Ctrl Shift -
■	Show/hide Navigation Pane	F4
■	To switch between document and navigation pane	F6
■	Fit width view	Ctrl 2
■	Fit visible view	Ctrl 3
■	Reflow	Ctrl 4

### Editing

●	Add bookmark	Ctrl B
●	Add new line of text	Ctrl-click
●	Delete Pages	Ctrl Shift D
●	Document properties	Ctrl D
●	Insert Pages	Ctrl Shift I
■	Crop Pages	Ctrl Shift T



## Advanced

### Navigating

●	Selecting text: Hold <b>Shift</b> while using arrow keys	Shift + ←, →, ↑, ↓
●	Move to the start of the line/row	Home
●	Move to the end of the line/row	End
●	Move one screen up	Page Up
●	Move one screen down	Page Down
●	Move to start of document	Ctrl Home
●	Move to end of document	Ctrl End
■	Zoom In/Out	Ctrl + Mouse Wheel

### Miscellaneous

■	Grab a screenshot of the entire screen (Ctrl V → Paste the screenshot into any program)	Print Screen
■	Grab a screenshot of the active window	Alt Print Screen
■	Add a Windows folder to favorites	Favorites menu → Add to favorites
◆	System Configuration Utility	Open Start menu → Run → type “msconfig”