



Keyboard Shortcuts

These keyboard shortcuts can be used in most programs and Windows. These are not for Macintosh computers.

Note: *When a key is mentioned first, unless you see special instructions, it is held down first.*

Shortcut	Function
Ctrl + Esc OR Windows key 	Displays the Start menu (Note: Once the Start menu pops up you can use the arrow keys to move up and then over or back. ESC gets you out of the menu.
ESC	Escapes (closes) out of dialog boxes, menus and certain windows.
Alt + Tab	Switches between open windows and/or programs (Note: You must continue to hold the Alt key down while tapping the Tab key, releasing on the program or window you want to switch to)
Alt + F4	Closes the current window or program.
The Right-click key 	Displays a context menu of the selected icon, file or window. Once the menu pops up you can use the arrow keys on the keyboard to select an option and then press the Enter key to execute that command.
Windows + M	Minimizes all open windows to buttons on the Taskbar.
Shift + Windows + M	Brings all open windows back into view on the screen.
Windows + E	Launches Windows Explorer.
Windows + R	Opens the Run dialog box.
Windows + F	Opens the Find all files dialog box.
Windows + Pause/Break key	Displays the computer's System Properties (This is good when checking the percentage of system resources being used, to see the version of Windows you have and your Windows serial number).
Windows + Tab	Cycles through the Taskbar buttons (buttons appear on the Taskbar when you have open windows/programs; once you selected a button press the Enter key to switch to that window/program).
F1	Displays Windows Help.

F2	Renames an item (such as an icon; the icon must be selected first; can use this to rename a file/document as well).
Alt + Shift + X	Maximizes a window to fill the entire screen.
Ctrl + A	Selects all of the text in a document/window.
Ctrl + B	Bolds the selected text.
Ctrl + I	<i>Italicizes</i> the selected text.
Ctrl + U	<u>Underlines</u> the selected text.
Ctrl + N	Creates a new document or window.
Ctrl + O	Opens an existing document.
Ctrl + P	Prints the current document/window (in some cases the print dialog box appears, in other cases the document begins to print).
Ctrl + S	Saves the document.
Ctrl + W	Closes the document or window.
Ctrl + X	Cuts the selected text or objects.
Ctrl + C	Copies the selected text or objects.
Ctrl + V	Pastes the contents of the Clipboard.
Ctrl +]	Enlarges the font (increases the size of selected text by 1 point – text must be highlighted/selected first).
Ctrl + [Shrinks the font (decrease the size of selected text by 1 point - text must be highlighted/selected first).
Ctrl + Z	Undo the last step.
Ctrl + Y	Redo the last step.
Home	Moves the cursor to the beginning of a line of text.
End	Moves the cursor to the end of a line of text.
Page Up and Page Down	Moves the document window up or down one screen size.
Insert	Overstrike: Allows you to type over the text directly to the right of the cursor. Make sure to turn this function off when you are done by pressing the key a second time.

Print Screen	Copies the entire view that appears on the screen and puts it in the Clipboard. You must then paste it into a document such as Word to view it.
Alt + Print Screen	Copies just the window or dialog box that appears in the forefront on the screen and puts it in the Clipboard. You must then paste it into a document such as Word to view it.
Ctrl + Backspace	Deletes one word to the left of the blinking cursor.
Shift + Ctrl + Home	Selects all of the text from the cursor up to the top of the document.
Shift + Ctrl + Page Down	Selects all of the text from the cursor down to the bottom of the document.
Shift + End	Selects all of the text from the cursor to the end of the current line.
Shift + Left or Right arrow	Selects text, one character at a time, from left or right of the cursor.
Shift + Up or Down arrow	Selects text, one row at a time, up or down from the cursor.
Ctrl + Home	Moves to the very top of the document.
Ctrl + End	Moves to the very bottom of the document.

Internet Explorer Keyboard Shortcuts

Note: When a key is mentioned first, unless you see special instructions, it is held down first.

Shortcut	Function
Alt + Left Arrow	Moves back to the previous page.
Alt + Right Arrow	Moves forward to the next page (this is if you have viewed a page and used the back function).
Down Arrow	Scrolls down one line at a time (Note: This only works if the window is active – if you find that it doesn't work then use the mouse to click anywhere in the window or use the Tab key until the window becomes active).
Up Arrow	Scrolls up one line at a time (See above note).
F4	Displays a list of URLs in Address Bar
F5	Refreshes (reloads) the current page.

Ctrl + Enter	Adds www. and .com to word to form a URL in the Address bar Example: if you type cnn in the address bar and then press Ctrl + Enter the entire address http://www.cnn.com will appear.
Shift + Enter	Adds www. and .net to word to form a URL in the Address bar Example: if you type photo in the address bar and then press Shift + Enter the entire address http://www.photo.net will appear.
Ctrl + D	Add the current page to the favorites list.
Ctrl + S	Saves the page.
Ctrl + P	Prints the current document/window (in some cases the print dialog box appears, in other cases the document begins to print).

Remember:

When you see a letter that is underlined in a menu or on a dialog box you can use the ALT + that letter to select that option. Sometimes when you are in a dialog box you only need to tap the letter.