

QuickStudy**COMPUTER**

Computer Shortcuts

& Special Characters

BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS

Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Bootup	Boot safe mode or bypass system files
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing

WINKEY SHORTCUTS

WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

WORD® SHORTCUT KEYS

Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font + 1
Ctrl +]	Increase selected font + 1
Ctrl + Shift + <	Decrease selected font - 1
Ctrl + [Decrease selected font - 1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open help
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

EXCEL® SHORTCUT KEYS

F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel® formula window
Shift + F5	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + \$	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

OUTLOOK® SHORTCUT KEYS

Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the outbox
Ctrl + Shift + I	Open the inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift + J	Create a new journal entry

ALT CODES REFERENCE SHEET

Free Download from www.UsefulShortcuts.com

Hold down the "Alt" key then enter the code on the numeric keypad with Num Lock on

IM	Numbers	Greek	Currency	?s and !s	Letters with Accents		
Alt 1 ☉	Alt 48 - 57 0 - 9	Alt 224 α	Alt 0164 ₪	Alt 33 !	Uppercase Lowercase		
Alt 2 ●	Basic Operators	Alt 225 β	Alt 156 £	Alt 19 !!	Alt 0192 À	Alt 0224 à	
Alt 3 ♥	Alt 43 +	Alt 226 Γ	Alt 0128 €	Alt 173 ¡	Alt 0193 Á	Alt 0225 á	
Alt 11 ♂	Alt 45 -	Alt 235 δ	Alt 36 \$	Alt 63 ?	Alt 0194 Â	Alt 0226 â	
Alt 12 ♀	Alt 0215 ×	Alt 238 ε	Alt 155 ¢	Alt 168 ¿	Alt 0195 Ã	Alt 0227 ã	
Alt 13 ♪	Alt 0247 ÷	Alt 233 Θ	Alt 157 ¥	Brackets			
Alt 14 🎵	Pers	Alt 227 π	Alt 158 ₱	Alt 40 (Alt 0196 Ä	Alt 0228 ä	
IP	Alt 37 %	Alt 230 μ	Alt 159 ₣	Alt 41)	Alt 0199 Ç	Alt 0231 ç	
Alt 0169 ©	Alt 0137 ‰	Alt 228 Σ	Accents			Alt 0200 È	Alt 0232 è
Alt 169 ®	Bracketing	Alt 229 σ	Alt 0180 ´	Alt 91 [Alt 0201 É	Alt 0233 é	
Alt 0153 ™	Alt Code Symbol	Alt 231 τ	Alt 0184 ¸	Alt 93]	Alt 0202 Ê	Alt 0234 ê	
Filled Arrows	Alt 40 (Alt 232 Φ	Web Marketing			Alt 0203 Ë	Alt 0235 ë
Alt 16 ▶	Alt 41)	Alt 237 φ	by			Alt 0204 Ì	Alt 0236 ì
Alt 17 ◀	Plus or Minus	Alt 234 Ω	www.pwp1.com			Alt 0205 Í	Alt 0237 í
Alt 254 ■	Alt 241 ±	Drawing			Editing		
Alt 30 ▲	Fractions	Alt 176 ▒	Alt 200 ℒ	Alt 28 ⌞	Alt 0206 Ï	Alt 0238 ï	
Alt 31 ▼	Alt 47 /	Alt 177 ▒	Alt 201 ℞	Alt 21 §	Alt 0207 ð	Alt 0239 ð	
Line Arrows	Alt 0188 ¼	Alt 178 ▒	Alt 202 ⚡	Alt 20 ¶	Alt 165 Ñ	Alt 164 ñ	
Alt 23 ⇕	Alt 0189 ½	Alt 179	Alt 203 ⚡	Alt 0134 †	Alt 0210 Ò	Alt 0242 ò	
Alt 24 ↑	Alt 0190 ¾	Alt 180 ↓	Alt 204 ⚡	Alt 0135 ‡	Alt 0211 Ó	Alt 0243 ó	
Alt 25 ↓	Alt 46 .	Alt 181 ⇆	Alt 205 =	Quotes			
Alt 26 →	Equality	Alt 182 ⇆	Alt 206 ⚡	Alt 34 "	Alt 0212 Ô	Alt 0244 ô	
Alt 27 ←	Alt 240 ≡	Alt 183 ⇆	Alt 207 ⚡	Alt 0139 ‹	Alt 0213 Õ	Alt 0245 õ	
Bullets	Alt 61 =	Alt 184 ⇆	Alt 208 ⚡	Alt 0145 ›	Alt 0214 Ö	Alt 0246 ö	
Alt 3 ♥	Alt 247 ≈	Alt 185 ⇆	Alt 209 ⚡	Alt 0146 ’	Alt 0138 Š	Alt 0154 š	
Alt 4 ♦	Inequality	Alt 186	Alt 210 ⚡	Alt 0147 “	Alt 0218 Ù	Alt 0249 ù	
Alt 5 ♣	Alt 60 <	Alt 187 ⇆	Alt 211 ⚡	Alt 0148 ”	Alt 0219 Ú	Alt 0250 ú	
Alt 6 ♠	Alt 62 >	Alt 188 ⇆	Alt 212 ⚡	Alt 0147 “	Alt 0220 Û	Alt 0251 û	
Alt 7 •	Alt 242 ≥	Alt 189 ⇆	Alt 213 ⚡	Alt 0148 ”	Alt 0217 Ü	Alt 0252 ü	
Alt 8 ■	Alt 243 ≤	Alt 190 ⇆	Alt 214 ⚡	Alt 174 «	Alt 0221 Ý	Alt 0253 ý	
Alt 9 ○	Powers	Alt 191 ⇆	Alt 215 ⚡	Alt 175 »	Alt 0159 Ÿ	Alt 0255 ŷ	
Alt 10 ◼	Alt 251 √	Alt 192 ⇆	Alt 216 ⚡	Alt 0130 ‘	Alt 0142 Ž	Alt 0158 ž	
Alt 11 ♂	Alt 252 ⁿ	Alt 193 ⊥	Alt 217 ⚡	Alt 0132 „	"Extra" Letters		
Alt 12 ♀	Alt 0185 ¹	Alt 194 ⊥	Alt 218 ⚡	Uppercase Lowercase			
Alt 13 ♪	Alt 0178 ²	Alt 195 ⊥	Alt 219 ⚡	Alt 39 ’	Alt 0229 à	Alt 0197 Å	
Alt 14 🎵	Alt 0179 ³	Alt 196 —	Alt 220 ⚡	Alt 96 `	Alt 0140 Œ	Alt 0156 œ	
Alt 16 ▶	Angles/Trig	Alt 197 ⊕	Alt 221 ⚡	Alt 38 &	Alt 0254 þ	Alt 0222 þ	
Alt 17 ◀	Alt 227 π	Alt 198 ⊕	Alt 222 ⚡	Alt 64 @	Alt 0216 Ø	Alt 0248 ø	
Alt 254 ■	Alt 248 °	Alt 199 ⊕	Alt 223 ⚡	Abbrevs.			
Alt 30 ▲	General Maths	General Punctuation			Alt 198 Æ	Alt 0230 æ	
Alt 31 ▼	Alt 35 #	Alt 58 :	Alt 0133 ...	Alt 45 -	Alt 164 ñ	Alt 165 Ñ	
Alt 23 ⇕	Alt 236 ∞	Alt 59 ;	Alt 95 =	Alt 0151 —	Alt 0223 ß		
Alt 24 ↑	Alt 230 μ	Alt 44 ,	Alt 0175 =	Alt 22 —	Alt 0208 Đ	Alt 0240 đ	
Alt 25 ↓	Alt 228 Σ	Alt 46 .	Alt 124	Alt 42 *	Coding		
Alt 26 →	Alt 239 ∩	Alt 32 ~	Alt 126 ~	Alt 47 /	Alt 0166	Alt 92 \	
Alt 27 ←		Alt 255 ..	Alt 0168 ..	Alt 92 \	Alt 40 (Alt 35 #	
Alt 0129 Box	Cardinals	Miscellaneous			Alt 41)	Alt 40 (
Alt 15 ☼	Alt 166 ª	Alt 65 - 90 A to Z	Alt 249 ·	Alt 42 *	Alt 94 ^	Alt 41)	
127 ☐	Alt 167 °	Alt 97 - 122 a to z	Alt 250 ·	Alt 47 /	Alt 60 <	Alt 64 @	
Alt 18 ⇕	Interpunct	Alt 244	Alt 170 ⇐	Alt 62 >	Alt 62 >	Alt 91 [
Alt 29 ⇔	Alt 0183 ·	Alt 245		Alt 61 =	Alt 61 =	Alt 93]	