

# USEFUL KEYBOARD SHORTCUTS

A Hands-on Seminar  
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For those who wish to access and use keyboard shortcuts in place of the mouse, you may wish to “Google” your way to keystroke nirvana.

To find keyboard shortcuts for Microsoft Word, for example, in the Google (<http://www.google.com>) Search field, type **keyboard shortcut word** and click the Search button or press <Enter>. **Always look beyond the sponsored links!**

For Outlook Express, type **keyboard shortcut OE**.

For Internet Explorer, type **keyboard shortcut ie**.

For Windows XP, type **keyboard shortcut windows xp**.

For Windows Vista, type **keyboard shortcut vista**.

For Mozilla Firefox, type **keyboard shortcut firefox**.

For Mozilla Thunderbird, type **keyboard shortcut thunderbird**.

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Although there are literally hundreds of keyboard shortcuts that will take the place of mouse clicks, the following are among the most popular and, over time, are easy to commit to memory. You may even find that by using them, you will become more efficient in your computing activities than by clicking the mouse and dragging a pointer. It will be to your advantage to make several of these a part of your everyday computing repertoire.

Don't try to master them all at the same time. Pick out five or six that you think might hold promise for you personally, write them down on a 3X5 index card and post the card on the front border of your monitor where it will act as a constant reminder.

## Windows Shortcuts

1. Toggle between open applications: Hold down the **Alt** key and repeatedly hit **Tab** until you land on the icon for the open application you want, then release both keys.
2. When you have other windows open and need to get back to the **Windows desktop**: Hold down the **Windows** key and press **D** (for desktop).

3. Open Windows Explorer to view your computer's file management system (My Computer): Hold down the **Windows** key and press **E** (for Explorer).
4. Bring up the context menu. Instead of right-clicking in a document or on an object to call up its context menu, just press **Shift+F10**.
5. A mouse-free method for shutting down Windows XP is to tap the **Windows** key, then press **U** to select *Turn Off Computer* from the menu. From there, press **U** to turn it off, press **S** to place the computer into Standby mode, press **H** to put the computer into Hibernation, or press **R** to restart Windows. Windows Vista will shut down if you press the Windows key, the right arrow key twice, and then the **U** key in that sequence.
6. To open the **Start Menu**, press the **Windows** key (there are two of them on either side of the space bar and either will work).
7. To access the **Search** function, press **Windows + F** (for Find).
8. To delete items permanently without sending them to the Recycle Bin, highlight the item, then press **Shift + Delete**.
9. To access the **Help** menu in Windows and in most applications, press **F1**.
10. To access Safe Mode, press the **F8** key during bootup.

### **Application Shortcuts**

The following shortcuts work with most Microsoft Office and other Windows applications.

11. To open a document from within an application, select **Ctrl+O**.
12. Use **Ctrl+N** to open a new document or a new browser window.
13. To save your work in a document, press **Ctrl+S**.
14. To send your document to the printer, press **Ctrl+P**.
15. To select the entire body of text, press **Ctrl+A**.
16. To access the complete font menu, press **Ctrl + D**.
17. To toggle **boldface** on or off, select the text, then press **Ctrl+B**.
18. To toggle *italics* on or off, select the text, then press **Ctrl+I**.
19. To toggle underline on or off, select the text, then press **Ctrl+U**.
20. To undo your most recent keystroke, press **Ctrl+Z**.
21. To move from one fill field to the next, press **Tab**.

22. To return to a previous fill field, press **Shift+Tab**.
23. To open the **File** Menu, press **Alt+F**.
24. To open the **Edit** Menu, press **Alt+E**.
25. To open the **View** Menu, press **Alt+V**.
26. To open the **Insert** Menu, press **Alt+I**.
27. To open the **Format** Menu, press **Alt+O**.
28. To open the **Help** Menu, press **Alt+H**.
29. To open the **Table** Menu, press **Alt+A**. (not available in Wordpad)
30. To open the **Windows** Menu, press **Alt+W**. (not available in Wordpad)
31. To increase the font size of a text selection in Word, press **Ctrl+]**.
32. To decrease the font size of a text selection in Word, press **Ctrl+[**.
33. **Ctrl+W** (or Ctrl+F4) closes an open document.
34. **Alt+F4** closes the application you're in. In other words, it will close each open window, one at a time.
35. **Ctrl+Home** jumps to the beginning of an open file.
36. **Ctrl+End** fast-forwards to the end of an open file.
37. To "grasshopper" your way across a line of text, hold the **Ctrl** key while pressing either the up, down, left, or right arrows.
38. To cut a block of text or other information from a document, select it and then press **Ctrl+X**.
39. The best mouse-free way to select text or other data is to position the cursor in front of your desired selection using the arrow keys. Then while holding down the **Shift** key, press the appropriate **arrow** keys until you've highlighted the entire selection.
40. To copy a selection to the clipboard, use **Ctrl+C**.
41. To paste the clipboard's contents into a new location, use **Ctrl+V**.
42. To see the clipboard's contents, press **Ctrl+C** twice.
42. Pay a quick visit to the menu bar. Pressing the **Alt** key in almost every application creates a focus on the active application's **menu bar**. From there, you can press the key matching the underlined letter in the menu item you want to access.

43. To toggle between all caps, all lower case, and standard text, highlight the target text and press **Shift + F3**.

### **Browser Shortcuts (Internet Explorer and Firefox)**

44. **F11** toggles between full-screen and other views in the browser.
45. Add to your Favorites/Bookmarks. **Ctrl+D** automatically adds the currently displayed Web page to your Favorites/Bookmarks list.
46. **Ctrl+B** opens the Organize Favorites/Bookmarks dialog box.
47. Go back, go forward, and branch. To return to a previously viewed page in Internet Explorer or Firefox, hold down the **Alt key** and press the **Left Arrow** key. **Alt key** plus **Right Arrow** moves you forward.
48. When entering domain names in the Address bar: Just type in the domain name and press **Ctrl+Enter** to have Internet Explorer or Firefox type the www. and the .com for you. (If you're going to a .net, .org, .gov, or other non-.com site, **Ctrl+Enter** won't work.)
49. Go home. Do you use MyWay, Yahoo, MSN or some other site as your home page? If so, **Alt+Home** will take you there.
50. Refresh a current Web page. This one's great for those last-minute EBay auctions. To refresh the displayed Web page, use **F5**.

### **Outlook Express and Outlook Shortcuts:**

51. **Ctrl + N** will create a new email.
52. **Ctrl + M** will send and receive mail.
53. **Ctrl + Shift + B** will open the address book.
54. **Ctrl + R** will reply to a message.
55. **Ctrl + F** will forward a message.
56. **Esc** will close the message currently open.