

Common Keyboard Shortcuts

Shortcut keys provide an easy and usually quicker method of navigating and using computer programs. Shortcut keys are commonly accessed by using the Alt, Ctrl, and/or Shift in conjunction with another key. The de facto standard for listing a shortcut is listing the modifier key, a plus symbol, and the single character. For example, "Alt+S" is telling you to press the Alt key, and while continuing to hold the Alt key, press the S key to perform the shortcut.

In addition to the shortcuts listed on this page, users can find the shortcut keys to most popular programs by looking for underlined letters in the menus. For example, in the menu to the right the "F" in File is underlined. You can press the Alt key and F to access the File menu (Note: some programs require the user press and hold Alt to see the underlined characters). Some common features such as Open (Ctrl+O) and Save (Ctrl+S) have shortcut keys assigned to them. Several applications share the same shortcut keys, as shown below.

| File | Edit | View | Insert | Format |
|--------------------|------|------|--------|--------|
| <u>N</u> ew... | | | | Ctrl+N |
| <u>O</u> pen... | | | | Ctrl+O |
| <u>C</u> lose | | | | |
| <u>S</u> ave | | | | Ctrl+S |
| Save <u>A</u> s... | | | | |
| Save <u>A</u> ll | | | | |

| Shortcut Keys | Description |
|------------------|--|
| Alt+F | Display File menu options in current program |
| Alt+E | Display Edit menu options in current program |
| F1 | Universal Help in almost every Windows program |
| 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+Left arrow | Move one word to the left at a time |
| Ctrl+Right arrow | Move one word to the right at a time |
| Ctrl+A | Select all text |
| Ctrl+X | Cut selected item |
| Ctrl+C | Copy selected item |
| Ctrl+V | Paste the last item you cut or copied |
| Ctrl+Z | Undo |
| Ctrl+B | Bold |
| Ctrl+U | Underline |
| Ctrl+I | Italic |

Windows system shortcut keys

| | |
|--------------|---|
| F1 | Help |
| Ctrl+Esc | Open Start Menu |
| Alt+Tab | Switch between open programs |
| Windows+D | View desktop by minimizing all open windows |
| Alt+F4 | Quit program |
| Shift+Delete | Delete item permanently without placing it in the Recycle Bin |

To copy a file

Press and hold down the Ctrl key while you drag the file to another folder

To create a shortcut

Press and hold down Ctrl+Shift while you drag a file to the desktop or a folder