

WORD

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 doc.
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

OutLook

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 app. 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

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 orkbooks/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

Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys
a	A	b	B	c	C	d	D	e	E	f	F	g	G
h	H	i	I	j	J	k	K	l	L	m	M	n	N
o	O	p	P	q	Q	r	R	s	S	t	T	u	U
v	V	w	W	x	X	y	Y	z	Z	A	Shift+A	B	Shift+B
C	Shift+C	D	Shift+D	E	Shift+E	F	Shift+F	G	Shift+G	H	Shift+H	I	Shift+I
J	Shift+J	K	Shift+K	L	Shift+L	M	Shift+M	N	Shift+N	O	Shift+O	P	Shift+P
Q	Shift+Q	R	Shift+R	S	Shift+S	T	Shift+T	U	Shift+U	V	Shift+V	W	Shift+W
X	Shift+X	Y	Shift+Y	Z	Shift+Z	1	1	2	2	3	3	4	4
5	5	6	6	7	7	8	8	9	9	0	0	!	Shift+1
@	Shift+2	#	Shift+3	\$	Shift+4	%	Shift+5	^	Shift+6	&	Shift+7	*	Shift+8
(Shift+9)	Shift+0	,	,	.	.	;	;	:	Shift+;	-	-
/	/	?	Shift+/	‘	‘	“	Shift+’						

Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys	Char	Keys
ı	Alt+0161	İ	Alt+0191	—	Alt+0173	+	Shift+	=	Alt+0215	÷	Alt+0247	=	=
±	Alt+0177	<	Shift+,	>	Shift+.	[]		{	Shift+[}	Shift+]
‘	Alt+0145	’	Alt+0146	“	Alt+0147	”	Alt+0148	<	Alt+0139	>	Alt+0155	«	Alt+0171
»	Alt+0187	,	Alt+0130	„	Alt+0132	—	Alt+0151	\	\	Shift+\			
—	Shift+-	...	Alt+0133	◦	Alt+0176	•	Alt+0183	•	Alt+0149	ä	Alt+0228	â	Alt+0226
á	Alt+0225	à	Alt+0224	ã	Alt+0227	å	Alt+0229	ë	Alt+0235	ê	Alt+0234	é	Alt+0233
è	Alt+0232	ï	Alt+0239	î	Alt+0238	í	Alt+0237	ì	Alt+0236	ö	Alt+0246	ô	Alt+0244
ó	Alt+0243	ò	Alt+0242	õ	Alt+0245	ü	Alt+0252	û	Alt+0251	ú	Alt+0250	ù	Alt+0249
Ä	Alt+0196	Â	Alt+0194	Á	Alt+0193	À	Alt+0192	Ã	Alt+0195	Å	Alt+0197	Ë	Alt+0203
Ê	Alt+0202	É	Alt+0201	È	Alt+0200	Ï	Alt+0207	Î	Alt+0206	Í	Alt+0205	Ì	Alt+0204
Ö	Alt+0214	Ô	Alt+0212	Ó	Alt+0211	Ò	Alt+0210	Õ	Alt+0213	Ü	Alt+0220	Û	Alt+0219
Ú	Alt+0218	Ù	Alt+0217	ç	Alt+0231	Ç	Alt+0199	ñ	Alt+0241	Ñ	Alt+0209	ø	Alt+0248
Ø	Alt+0216	ß	Alt+0223	æ	Alt+0230	Æ	Alt+0198	œ	Alt+0156	Œ	Alt+0140	ÿ	Alt+0255
ÿ	Alt+0159	ª	Alt+0170	º	Alt+0186	~	Alt+0152	—	Alt+0175	£	Alt+0163	¥	Alt+0165
f	Alt+0131	¢	Alt+0162	©	Alt+0169	®	Alt+0174	™	Alt+0153	%	Alt+0137	μ	Alt+0181
§	Alt+0167	†	Alt+0134	‡	Alt+0135	¶	Alt+0182						

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)
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Alt + Enter	Open properties window of selected icon or program
Alt + Esc	Switch between applications on taskbar
Alt + E	Edit options in current program
Alt + F	File menu options in current program
Alt + F4	Close current open program
F1	Universal help (for all programs)
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Ctrl + A	Select all text
Ctrl + Alt + Del	Reboot/Windows ® task manager
Ctrl + C	Copy selected item
Ctrl + Esc	Bring up start menu
Ctrl + V	Paste
Ctrl + X	Cut selected item
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Win. Explorer
Ctrl + Ins	Copy selected item
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Shift + Del	Cut selected item
Shift + Ins	Paste
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