

Windows Shortcut Keys & Key Combinations

Comp-U-Tech

Note: "+" means to press these keys **simultaneously** (always press the CTRL, ALT, or SHIFT key **before** tapping the number or letter key in the combination). Shortcuts in which you press and release one key **immediately followed by** another key are separated by a comma (,).

Windows Shortcut Keys	Perform this operation in Windows and all programs:
F1	Display Help on the selected item
ALT+F4	Quit a program or shutdown Windows
SHIFT+F10	View the shortcut menu for the selected item (same as right-clicking)
CTRL+ESC	Display the Start menu
ALT+TAB	Switch to the window you last used. Or switch to the next window by pressing ALT while repeatedly pressing TAB.
CTRL+A	Select All
CTRL+X	Cut (think of X as looking like a pair of scissors, cutting the selection out)
CTRL+C	Copy the selected items
CTRL+V	Paste at the cursor position (Think of V as a wedge, making room for the material at the point where you place your cursor.)
CTRL+Z	Undo
CTRL+Y	Redo
CTRL+S	Save
CTRL+N	Create a New document or file

Desktop, Windows Explorer, & My Computer Shortcut Keys	Perform this operation when an item is selected:
F2	Rename an item
F3	Find a folder or file
SHIFT+DEL	Delete immediately without placing the item in the Recycle Bin
ALT+ENTER or ALT+double-click	View item properties
CTRL while dragging a file	Copy a file instead of moving it
CTRL+SHIFT while dragging a file	Create a shortcut to the file

Dialog Box Shortcut Keys	Perform this operation:
TAB	Move forward through options
SHIFT+TAB	Move backward through options
CTRL+TAB	Move forward through tabs on tabbed pages
CTRL+SHIFT+TAB	Move backward through tabs on tabbed pages

Microsoft Office Shortcuts

MS Office Shortcut Keys	Perform this operation (text usually needs to be selected first):
F8	Enter highlight mode to select text in Word (then use arrow keys to extend the selection)
CTRL+B	Apply Bold formatting
CTRL+I	Apply Italic formatting
CTRL+U	Apply an Underline
CTRL+SHIFT+ + (plus sign)	Apply superscript formatting (automatic spacing)
CTRL+1	Set single -space lines
CTRL+2	Set double -space lines
CTRL+5	Set 1.5 -line spacing
CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left-align a paragraph
CTRL+R	Right-align a paragraph
CTRL+M	Indent a paragraph from the left Margin
CTRL+SHIFT+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+SHIFT+T	Reduce a hanging indent
CTRL+ENTER	Create new page at that point (Word)
SHIFT+ENTER	Start a new line but not a new paragraph

To type these letters in Word	Press this key combination:
à, è, ì, ò, ù, Á, É, Í, Ó, Ú	CTRL+ ` (accent grave), the letter
á, é, í, ó, ú, ý, Â, Ê, Î, Ô, Û, Ý	CTRL+' (apostrophe), the letter
â, ê, î, ô, û, Ä, È, Ì, Ò, Ù	CTRL+SHIFT+^ (caret), the letter
ã, ñ, õ, Å, Ñ, Ö	CTRL+SHIFT+~ (tilde), the letter
ä, ë, ï, ö, ü, ÿ, Ä, Ê, Ì, Ò, Ù, Ý	CTRL+SHIFT+,: (colon), the letter
â, Å	CTRL+SHIFT+@, a or A
æ, Æ	CTRL+SHIFT+&, a or A
œ, Œ	CTRL+SHIFT+&, o or O
ç, Ç	CTRL+, (comma), c or C
ð, Ð	CTRL+' (apostrophe), d or D
ø, Ø	CTRL+/, o or O
ı	ALT+CTRL+SHIFT+?
ı	ALT+CTRL+SHIFT+!
ß	CTRL+SHIFT+&, s

To type a lowercase character using a key combination that includes the SHIFT key, hold down the CTRL+SHIFT+symbol keys simultaneously, and then release them before typing the letter.