KEYBOARD SHORTCUTS

Note: For Mac users, please substitute the Command key for the Ctrl key. This substitution will work for the majority of commands

Windows General Navigation Commands	
To do this…..	**Press**
Desktop to foreground	Windows key + D
Minimize all windows	Windows Key + M
Restores minimized windows	Windows Key + Shift + M
Open My Computer	Windows Key + E
Search for a file or folder	Windows Key + F
Menu drop down, Action selection	Alt + underlined letter
Toggle between open applications	Alt + Tab
Exit application	Alt, F + X or Alt + F4
Maximize window	Alt, Spacebar + X
Minimize window	Alt, Spacebar + N
Closes window	Ctrl + W
Display the Start menu	Ctrl + Esc
Close the active document in programs that allow you to have multiple documents open simultaneously	Ctrl + F4
Search for a file or folder	F3
Lock computer if connected to a network domain or switch users if not connected to a network domain	Windows Key+ L

Mozilla Firefox and Internet Explorer	
To do this…..	**Press**
Back	Alt + Left Arrow, Backspace
Forward	Alt + Right Arrow, Shift + Backspace
Home page	Alt + Home
Select location bar	Alt + D F6, Ctrl + L
History	Ctrl + H
Caret browsing	F7 (navigation by cursor)
End of page	End
Beginning of page	Home
Text size increase	Ctrl+ +
Text size decrease	Ctrl+ -
Text size restore	Ctrl+ 0 (zero)
New tab	Ctrl + T
New Window	Ctrl + N
Next tab	Ctrl + Tab
Closes current tab	Ctrl + W
Move backward through tabs in a dialog box	Ctrl + Shift + Tab

KEYBOARD SHORTCUTS

Microsoft Word	
To do this…..	**Press**
Save	Ctrl + S
Undo	Ctrl + Z
Redo	Ctrl + Y
Select all	Ctrl + A
Make text bold	Ctrl + B
Italicize	Ctrl + I
Underline	Ctrl + U
Copy	Ctrl + C
Copy selected item	Ctrl while dragging an item
Paste	Ctrl + V
(Copy + delete) (cut)	Ctrl + X
Change case of letters	Shift + F3
Move the insertion point to the beginning of the last word	Ctrl + Left Arrow
Move the insertion point to the beginning of the previous paragraph	Ctrl + Up Arrow
Create Shortcut to selected item	Ctrl + Shift wile dragging an item
Increase font size	Ctrl + Shift + >
Decrease font size	Ctrl + Shift + <
Opens the Find and Replace dialog box	F5
Selects/Highlights one letter at a time	Shift + Arrow Keys
Selects/Highlights one word at a time	Shift + Ctrl + Arrow keys
Selects/Highlights lines of text	Shift + End or Home
Move the insertion point to the beginning of the next paragraph	Ctrl + Down Arrow

Microsoft PowerPoint	
To do this…..	**Press**
Moves to next/previous slide	Page Up/Down
Insert a slide in current presentation	Ctrl + M
Close a presentation	Ctrl + W
View slide show from beginning	F5
View slide show from current slide	Shift+F5
Cancel an action	Esc
View slide sorter	Alt + V, then D
Format text box (colors and lines)	Alt + O, then N
Insert text box	Alt + I, then X
Selects and cycles forward through objects (if cursor is in text box, press ESC; box can now be moved, copied, pasted, formatted, etc.)	Tab
Selects and cycles backward through objects	Shift + Tab
Positions cursor within an object when the object is selected	Enter
Shifts location of text box once selected (press 'Esc' to de-select)	Arrow keys
Delete selected item permanently (will not be in Recycle Bin)	Shift + Delete

KEYBOARD SHORTCUTS

Microsoft Excel	
To do this…..	**Press**
Cursor at beginning of worksheet (Excel 03, but not 07)	Ctrl + Home
Cursor at beginning of row	Home
Moves to edge of current data region (select or deselect in excel 03)	Ctrl + Arrow Keys
Moves to next cell	Tab
Moves to previous cell in the row	Shift + Tab
Move one screen to the left, right	Alt + Page Up, Page Down
Move to the next/previous worksheet	Ctrl + Page Up, Page Down
Move to the next/previous workbook	Ctrl + Tab, Shift + Tab
Highlights entire row	Shift + Space Bar
Highlights entire column	Ctrl + Space Bar
Highlights cells	Shift + Arrow Keys
Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.	CTRL+A
Inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.	CTRL+SHIFT+A
Applies or removes bold formatting.	CTRL+B
Copies the selected cells. CTRL+C followed by another CTRL+C displays the Clipboard.	CTRL+C
Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	CTRL+D
Displays the Find and Replace dialog box, with the Find tab selected.	CTRL+F
Displays the Go To dialog box. F5 also displays this dialog box.	CTRL+G
Displays the Find and Replace dialog box, with the Replace tab selected.	CTRL+H
Applies or removes italic formatting.	CTRL+I
Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.	CTRL+K
Creates a new, blank workbook.	CTRL+N
Displays the Open dialog box to open or find a file.	CTRL+O
Displays the Print dialog box.	CTRL+P
Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.	CTRL+R
Saves the active file with its current file name, location, and file format.	CTRL+S
Displays the Create Table dialog box.	CTRL+T
Applies or removes underlining.	CTRL+U
Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.	CTRL+V
Cuts the selected cells	CTRL+X
Repeats the last command or action, if possible.	CTRL+Y
Uses the Undo command to reverse the last command or to delete the last entry that you typed.	CTRL+Z