



# COMPUTER SHORTCUTS

learn to work smarter – not harder

You may be wondering whether shortcuts really help...**they do**. If you become proficient with 3 or 4 common shortcuts, you *will* save time. Learning keyboard shortcuts not only saves you lots of little instances here and there, but it also improves your overall computer fluency. The shortcuts listed are for Windows computers using Microsoft Office applications.

Universal Shortcuts	
CTRL C	Copy
CTRL X	Cut
CTRL V	Paste
CTRL N	New
CTRL P	Print
CTRL S	Save
CTRL O	Open
CTRL Z	Undo
CTRL Y	Redo
CTRL B	Bold
CTRL U	Underline
CTRL I	Italic
CTRL K	Insert a Hyperlink
F7	Spelling Check
Double click the Format Painter icon	To continuously paint formatting
CTRL F	Opens the Find Dialog Box
CTRL H	Opens the Replace Dialog Box
CTRL	Allows you select non-continuous items. Click and drag to select the first item, hold the CTRL down and select the next item.
SHIFT	Will help you select from one place thru another. Click on the 1st Item, hold down the SHIFT key then click on the last item.

Outlook Shortcuts	
CTRL 1	Open the Mail folder
CTRL 2	Open the Calendar folder
CTRL 3	Open the Contacts folder
CTRL 4	Open the Tasks folder
CTRL 5	Open the Note folder
CTRL N	Creates a New Item (if you are in the Mail folder you would get a new message, Calendar would give you a new Appointment, etc.)
CTRL	Allows you select non-continuous items. Click to select the first item, hold the CTRL down and select the next item.
SHIFT	Will help you select multiple items in a list. Click on the 1st Item, hold down the SHIFT key then click on the last item.
Outlook Calendar Views...	
ALT 1	1 day
ALT 2	2 days Side by Side (Use 3–9 for the numbers of days you want to see.)
ALT 0	10 days Side by Side

PowerPoint Shortcuts	
F5	Start a presentation from the beginning.
<i>number</i> +ENTER	Go to slide <i>number</i>
B or PERIOD	Display a blank black slide, or return to the presentation from a blank black slide.
W or COMMA	Display a blank white slide, or return to the presentation from a blank white slide.
N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR	Perform the next animation or advance to the next slide.
S	Stop or restart an automatic presentation.
ESC	End a presentation.
CTRL M	Create a New Slide

Customize the Quick Access Toolbar	
Add commands to the Quick Access Toolbar will have them be more readily available making them “quicker” to “access”. Here are the differ-	
1.	Click on the down arrow at the end of the Quick Access Toolbar. Click once to select a
2.	Click on the down arrow at the end of the Quick Access Toolbar. Click on More Commands or go to File then click on Options, Quick Access Toolbar. Click on the Choose Commands From and select All Commands. Double click on the command you want to
3.	Right click on a command from the Ribbon, left click on Add to Quick Access Toolbar.

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**Memorize a few shortcuts at a time to become more**

## Word Shortcuts

CTRL Home	Moves you to the top of the page or document
CTRL End	Moves you to the bottom of the page or document
Home	Moves you to the beginning of a line
End	Moves you to the end of a line
CTRL Page Down	Moves you down a full page at a time
CTRL Page Up	Moves you up a full page at a time
Page Down	Moves you a screen shot down
Page Up	Moves you a screen shot up
CTRL A	Selects the Entire Document
Double-Click on a Word	Selects the Word
Triple-Click in a Paragraph	Selects the entire Paragraph
Click in a Sentence while holding down the CTRL key	Selects just the sentence you clicked in
CTRL 1	Single Spacing
CTRL 2	Double Spacing
CTRL 5	1.5 Spacing
CTRL R	Right Alignment
CTRL L	Left Alignment
CTRL E	Center Alignment
CTRL J	Justified Alignment
SHIFT F3	Change Case
In the Left Margin – when you hesitate your mouse in the left margin you will see a white arrow.	
Click Once	Selects the Line you are pointing at
Double-Click	Selects the Paragraph you are pointing at
Triple-Click	Selects the Entire Document

## Excel Shortcuts

CTRL HOME	Takes you to cell A1
HOME	Takes you to Column A and keeps you in the same row
CTRL END	Will take you to the end of the work area
When in Edit Mode you can use Word Shortcuts	CTRL Left or Right Arrow to jump from the beginning of a word. Double click on a word to select it
ALT =	Starts AutoSUM function
CTRL D	Uses Fill Down command to copy the contents and format of the top-most cell of a selected range into the cells below
CTRL SPACEBAR	Will select an entire column
SHIFT SPACEBAR	Will select an entire row
Double click the Fill Handle	To copy a formula down to the end of the list
ALT Page Down	Move you a screen shot to the right
ALT Page Up	Move you a screen shot to the left
CTRL Page Up	Moves one worksheet to the left
CTRL Page Down	Moves one worksheet to the right
F2	Put the active cell in Edit Mode
F11	Creates a new Column Chart on a new Worksheet
F12	Opens the Save As dialog box
CTRL A	If you are on a blank cell it will select the entire Worksheet. If you are within a range of data it will select the range
CTRL Arrow Key	Will move you within the data range to the top, bottom, left or right
CTRL SHIFT Arrow Key	Will select the data with the range to the top, bottom, left or right.

**Right-clicking can display a shortcut menu for the most common commands depending on where you are when you right click....!**