

Windows Key Shortcuts

Most used Win Key Shortcuts:

WIN START MENU

WIN + D DESKTOP

WIN + L WELCOME SCREEN

WIN + E MY COMPUTER SCREEN

WIN + F SEARCH

WIN + R RUN

Windows Explorer Shortcuts

CTRL+A - Select all items on the current page

CTRL+C - Copy selected item(s)

CTRL+D - Add the current page to your Favorites

CTRL+E - Open the Search bar

CTRL+F - Find on this page

CTRL+H - Open the History bar

CTRL+I - Open the Favorites bar

CTRL+N - Open a new window

CTRL+O - Go to a new location

CTRL+P - Print the current page or active frame

CTRL+S - Save the current page

CTRL+V - Paste item(s)

CTRL+W - Close current browser window

CTRL+X - Cut selected item(s)

CTRL+Z - Undo last action

More Windows Explorer Shortcuts

ALT+SPACEBAR - Display the current window's system menu

SHIFT+F10 - Display the item's context menu

CTRL+ESC - Display the Start menu

ALT+TAB - Switch to the window you last used

ALT+F4 - Close the current window or quit

TAB - Move forward through options

MICROSOFT WORD SHORTCUT KEYS

CTRL + N	New Document
CTRL + O	Open
CTRL + S	Save
CTRL + P	Print

Set line spacing

CTRL + 1	Single space lines
CTRL + 2	Double space lines
CTRL + 3	1.5 line spacing
CTRL + 0	Remove one line space before paragraph

Align paragraphs

CTRL+E	Center a paragraph
CTRL + J	Justify a paragraph
CTRL + L	Left align
CTRL + R	Right align
CTRL + M	Indent from left
CTRL + SHIFT + M	Remove an indent from left
CTRL + T	Create Hanging indent
CTRL + SHIFT + T	Remove Hanging indent
CTRL + Q	Remove paragraph formatting

Revised 6/22/2009 JMM

