

## 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

CTRL + ALT + C    Calculator

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

## Internet Explorer Shortcuts

SHIFT+CLICK - Open link in new window  
BACKSPACE - Go to the previous page  
ALT+HOME - Go to your Home page  
HOME - Move to the beginning of a document  
TAB - Move forward through items on a page  
END - Move to the end of a document  
ESC - Stop downloading a page  
F11 - Toggle full-screen view  
F5 - Refresh the current page  
F4 - Display list of typed addresses  
F6 - Change Address bar and page focus

## More Internet Explorer Shortcuts

ALT+RIGHT ARROW - Go to the next page  
SHIFT+CTRL+TAB - Move back between frames  
  
SHIFT+F10 - Display a shortcut menu for a link  
SHIFT+TAB - Move back through the items on a page  
CTRL+TAB - Move forward between frames  
CTRL+C - Copy selected items to the clipboard  
CTRL+V - Insert contents of the clipboard  
ENTER - Activate a selected link  
HOME - Move to the beginning of a document  
END - Move to the end of a document  
F1 - Display Internet Explorer Help

## 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

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