


Windows Tips and Tricks

Shortcut keys ABCs

Note: Many shortcuts work across most Windows versions, while some may be version-specific.

Shortcut keys help provide an easier and usually quicker method of navigating and using computer software programs. Shortcut keys are commonly accessed by using the Winkey (), Alt, Ctrl, or Shift in conjunction with a single letter. The de facto standard for listing a shortcut is listing the modifier key, a plus symbol, and the single character. In other words, "ALT+S" is telling you to press the Alt key and while continuing to hold the Alt key, press the S key to perform the shortcut (release both at the same time).

In addition to the shortcuts listed on this page, users can find the shortcut keys to their most popular program by looking for underlined letters in their menus. Note: Some programs require the user press and hold ALT to see the underlined characters. Finally, as can also be seen some of the common features such as Open (Ctrl+O) and Save (Ctrl+S) have shortcut keys assigned to them.

As you begin to memorize shortcut keys, you'll notice that many applications share the same shortcut keys. We have the most commonly shared shortcut keys in the below basic PC shortcut keys section.

***Basic Shortcut Keys* -The followings are some basic PC shortcut keys that are supported in most Microsoft Windows computers. They are also supported in most application software.**

Shortcut Keys	Description
Alt + e	Pull down the top Edit menu
Alt + f	Pull down the top File menu
Ctrl + a	Select all text
Ctrl + c	Copy selected item(s) (to clipboard)
Ctrl + f	Find
Ctrl + v	Paste copied item(s) from clipboard
Ctrl + x	Cut
Ctrl + Ins	Same as Ctrl + c
Ctrl + (left arrow)	Move one word to the left at a time
Ctrl + (right arrow)	Move one word to the right at a time
Shift + Ins	Same as Ctrl + v
Shift + Delete (or Del)	Cut. Or permanently delete selected item(s) on Windows Explorer
F1	Help
Home	Jump to the beginning of the line or page
Ctrl + Home	Jump to the beginning of the document or page
End	Jump to the end of the line or page
Ctrl + End	Jump to the end of the document or page
Shift + Home	Set selection (highlight) from current position to beginning of the line or page
Shift + End	Set selection (highlight) from current position to end of the line or page
Shift + (left arrow)	Set selection (highlight) from current position to the left, one character at a time
Shift + (right arrow)	Set selection (highlight) from current position to the right, one character at a time
Shift + (down arrow)	Set selection (highlight) from current position to the next line down
Shift + (up arrow)	Set selection (highlight) from current position to the next line up

Windows 8 New Keyboard Shortcuts

Shortcut Keys	Description
⊞+start typing	Search your PC
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+scroll wheel	Zoom in or out of a large number of items, like apps pinned to the Start screen
⊞+C	Open the charms. In an app, open the commands for the app
⊞+F	Open the Search charm to search files
⊞+H	Open the Share charm
⊞+I	Open the Settings charm
⊞+K	Open the Devices charm
⊞+O	Lock the screen orientation (portrait or landscape)
⊞+Q	Open the Search charm to search everywhere or within an open app (if the app supports app search)
⊞+S	Open the Search charm to search Windows and the web
⊞+W	Open the Search charm to search settings
⊞+Z	Show the commands available in the app
⊞+spacebar	Switch input language and keyboard layout
⊞+Ctrl+spacebar	Change to a previously selected input
⊞+Tab	Cycle through recently used apps (except desktop apps)
⊞+Ctrl+Tab	Cycle through recently used apps (except desktop apps)
⊞+Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
⊞+Shift+period (.)	Snaps an app to the left
⊞+period (.)	Cycle through open apps
Esc	Stop or exit the current task

Windows Logo Key Keyboard Shortcuts

Shortcut Keys	Description
⊞+F1	Open Windows Help and Support
⊞	Display or hide the Start screen
⊞+B	Set focus in the notification area
⊞+C	Open the Charms
⊞+D	Display and hide the desktop
⊞+E	Open File Explorer
⊞+F	Open the Search charm and search for files
⊞+H	Open the Share charm
⊞+I	Open the Settings charm
⊞+K	Open the Devices charm
⊞+L	Lock your PC or switch people
⊞+M	Minimize all windows
⊞+O	Lock device orientation
⊞+P	Choose a presentation display mode
⊞+Q	Open the Search charm to search everywhere or within the open app (if the app supports app search)
⊞+R	Open the Run dialog box

⊞+S	Open the Search charm to search Windows and the web
⊞+T	Cycle through apps on the taskbar
⊞+U	Open Ease of Access Center
⊞+V	Cycle through notifications
⊞+Shift+V	Cycle through notifications in reverse order
⊞+W	Open the Search charm and search for settings
⊞+X	Open the Quick Link menu
⊞+Z	Show the commands available in the app
Note	

You can also see some settings and options by going to the Settings charm when the app is open.

⊞+,	Temporarily peek at the desktop
⊞+Pause	Display the System Properties dialog box
⊞+Ctrl+F	Search for PCs (if you're on a network)
⊞+Shift+M	Restore minimized windows on the desktop
⊞+number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
⊞+Shift+number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
⊞+Ctrl+number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
⊞+Alt+number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
⊞+Ctrl+Shift+number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
⊞+Tab	Cycle through recently used apps (except desktop apps)
⊞+Ctrl+Tab	Cycle through recently used apps (except desktop apps)
⊞+Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
⊞+Ctrl+B	Switch to the app that displayed a message in the notification area
⊞+Up arrow	Maximize the window
⊞+Down arrow	Remove current app from screen or minimize the desktop window
⊞+Left arrow	Maximize the app or desktop window to the left side of the screen
⊞+Right arrow	Maximize the app or desktop window to the right side of the screen
⊞+Home	Minimize all but the active desktop window (restores all windows on second stroke)
⊞+Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
⊞+Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
⊞+Shift+Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
⊞+Spacebar	Switch input language and keyboard layout
⊞+Ctrl+Spacebar	Change to a previously selected input
⊞+Enter	Open Narrator
⊞+Shift+period (.)	Cycle through open apps
⊞+period (.)	Cycle through open apps
⊞+ /	Initiate IME reconversion
⊞+Alt+Enter	Open WindowsMedia Center
⊞+plus (+) or minus (-)	Zoom in or out using Magnifier
⊞+Esc	Exit Magnifier

Windows Shortcut Keys

This is a listing of some common shortcut keys in different versions Microsoft Windows. Some shortcut keys below are not supported in all versions of Windows.

Shortcut Key	Short Key Description
Alt + (double-click)	Open Properties dialog of selected item.
Alt + Enter	Opens properties window of selected item.
Alt + Esc	Switch Between open tasks available on the taskbar.
Alt + F4	Close the top (focused) window.
Alt + Tab	Switch between open windows.
Alt + Tab + Shift	Switch between open windows, backward.
Ctrl + Alt + Delete (or Del)	Bring up the Windows Task Manager, or reboot computer.
Ctrl + Esc	Bring up the Windows Start menu.
Ctrl + '+' ('+' key on the keypad)	Autofit the widths of all columns (if available) in current window.
Ctrl + F4	Close sub window/tab.
Ctrl + Tab	Switch between existing tabs (within a window).
Ctrl + Tab + Shift	Switch between existing tabs (within a window), backward
F1	Open Help for Windows or focused application.
F2	Rename.
F3	Find/Search.
F4	Select drives or display the list of drives
F5	Refresh.
F6	Switch focus to the address bar (if exists).
F10	Switch focus to the top menu bar.
Shift + F10	Same as mouse right-click on the select item.
Print Screen	Capture a screenshot of the entire desktop to clipboard.
Print Screen + Alt	Capture a screenshot of just the top (focused) window to clipboard.
Shift + Delete (or Del)	Permanently delete selected file(s)/folder(s) (bypass recycle bin)
Shift (hold while inserting an audio CD to drive)	Prevent autoplay.
* (keypad) on Windows Explorer.	Expand all sub-directories from the selected item.
+ (keypad) on Windows Explorer.	Expand only the first level of selected item.
- (keypad) on Windows Explorer.	Collapse

Most keyboards have a Windows Key (or Winkey, a key with a Windows icon). This key provides additional shortcuts for Microsoft Windows. Below is a list of the shortcut keys by combining the Windows key and other keys.

Windows key keyboard shortcuts

Below is a listing of Windows keys that can be used on computers running a Microsoft Windows operating system and using a keyboard with a Windows key.

Shortcut	Description
Winkey	Pressing the Windows key alone will open Start.
Winkey + F1	Opens the Microsoft Windows help and support center.
Winkey + F3	Opens the Advanced find window in Microsoft Outlook.
Winkey + D	Brings the desktop to the top of all other windows.
Winkey + M	Minimizes all windows.
Winkey + Shift + M	Undo the minimize done by Winkey + M and Winkey + D.
Winkey + E	Open Microsoft Explorer.
Winkey + Tab	Cycle through open programs through the taskbar.
Winkey + F	Display the Windows Search or Find feature.
Winkey + Ctrl + F	Display the search for computers window.
Winkey + R	Open the run window.
Winkey + Pause / Break key	Open the System Properties window.
Winkey + U	Open Utility Manager.
Winkey + L	Lock the computer and switch users if needed (Windows XP and above only).
Winkey + P	Quickly change between monitor display types. (Windows 7 only)
Winkey + Left Arrow	Shrinks the window to 1/2 screen on the left side for side by side viewing. (Windows 7 only)
Winkey + Right Arrow	Shrinks the window to 1/2 screen on the right side for side by side viewing. (Windows 7 only)
Winkey + Up Arrow	When in the side by side viewing mode, this shortcut takes the screen back to full size. (Windows 7 only)
Winkey + Down Arrow	Minimizes the screen. Also, when in the side by side viewing mode, this shortcut takes the screen back to a minimized size. (Windows 7 only)

Microsoft Word Shortcut Keys

The followings are shortcut keys and mouse shortcuts that can be used for Microsoft Word

Mouse shortcuts

Shortcut	Description
Double-click (on a word)	Select the word.
Single-click (anywhere in a sentence) + Holding Ctrl	Select the entire sentence.
Triple-click (anywhere in a paragraph)	Select the entire paragraph.
Click, hold, drag, then release	Select text from the click position to release position.
Click first position, hold Shift key, then click 2nd position	Select text from the 1st position to the 2nd position.
Hold Alt key, then click and drag	Vertical select text.
Hold Ctrl key, then scroll wheel	Zoom in/out.

Keyboard shortcuts

Shortcut	Description
Ctrl + A	Select all (including text, graphics).
Ctrl + B	Bold.
Ctrl + I	Italic.
Ctrl + U	Underline.
Ctrl + C	Copy.
Ctrl + V	Paste.
Ctrl + X	Cut.
Ctrl + F	Find.
Ctrl + Z	Undo.
Ctrl + Y	Redo.
Ctrl + P	Open the print dialog.
Ctrl + K	Insert link.
Ctrl + L	Left align.
Ctrl + E	Center align.
Ctrl + R	Right align.
Ctrl + M	Indent.
Ctrl + (left arrow)	Moves one word to the left.
Ctrl + (right arrow)	Moves one word to the right.
Ctrl + (up arrow)	Moves cursor to the beginning of the paragraph.
Ctrl + (down arrow)	Moves cursor to the end of the paragraph.
Ctrl + Shift + F	Change font.
Ctrl + Shift + *	View/hide non-printing characters.
Ctrl + Del	Deletes word to the right of cursor.

Ctrl + Backspace	Deletes word to the left of cursor.
Ctrl + End	Moves cursor to the end of document.
Ctrl + Home	Moves cursor to the beginning of document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space.
Ctrl + 2	Double-space.
Ctrl + 5	1.5-line.
Ctrl + Alt + 1	Format text: heading 1.
Ctrl + Alt + 2	Format text: heading 2.
Ctrl + Alt + 3	Format text: heading 3.
F1	Help.
F4	Repeat the last action
F5	Go to.
F7	Spelling and grammar.
F12	Save as.
F8 then (left arrow)	Increase selection to the left by one character
F8 then (right arrow)	Increase selection to the right by one character
Ctrl + F1	Task Pane.
Ctrl + F2	Print preview.
Alt + Ctrl + F2	New document.
Shift + F3	Cycle between capitalized formats
Ctrl + Insert	Copy.
Shift + Insert	Paste.
Shift + End	Select from current position to the end of the line.
Shift + Home	Select from current position to the beginning of the line.
Ctrl + Shift + (left arrow)	Select from current position to the beginning of the word.
Ctrl + Shift + (right arrow)	Select from current position to the end of the word.
Ctrl + Shift + (up arrow)	Select from current position to the beginning of the document.
Ctrl + Shift + (down arrow)	Select from current position to the end of the document.
Ctrl + Shift + Page Up	Select from current position to the beginning of the window.
Ctrl + Shift + Page Down	Select from current position to the end of the window.
Shift + Page Up	One screen page up.
Shift + Page Down	One screen page down.
Shift + F7	Thesaurus check selected text.
Shift + F12	Save.
Ctrl + Shift + F12	Print.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

Microsoft Excel Shortcut Keys

The followings are Microsoft Excel shortcuts. Some short-cuts might be version specific.

Mouse shortcuts

Shortcut	Description
Double-click (on a cell)	Edit the cell contents.
Double-click (on a row/column divider)	Adjust height/width to auto-fit
High-light headers of multiple rows/columns then Double-click on a row/column divider	Adjust height/width to auto-fit of all high-lighted rows/columns
Triple-click	Select the entire contents in the cell
Click on row/column divider then drag	Adjust height/width of the row/column
High-light headers of multiple rows/columns then Click on row/column divider then drag	Adjust height/width of the rows/column
Ctrl + Mouse wheel	Zooms in and out of document.
Hold Shift + Click the cells	Select multiple cells

Keyboard shortcuts

Shortcut	Description
F2	Edit the selected cell.
F5	Goto a specific cell. For example, C6.
F7	Spell check selected text and/or document.
F11	Create chart.
Ctrl + A	Select all.
Ctrl + B	Bold.
Ctrl + C	Copy.
Ctrl + F	Find (same as Shift + F5).
Ctrl + G	Go To.
Ctrl + H	Replace.
Ctrl + I	Italic.
Ctrl + K	Insert link.
Ctrl + N	New Workbook.
Ctrl + O	Open Workbook.
Ctrl + P	Print dialog.
Ctrl + S	Save.
Ctrl + U	Underline.
Ctrl + V	Paste.
Ctrl + Z	Undo.
Ctrl + Y	Redo.

Ctrl + X	Cut.
Ctrl + 5	Strikethrough text.
Ctrl + F3	Define Name.
Ctrl + F4	Exit Excel.
Ctrl + F6	Switch between open workbooks.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize current window.
Shift + F1	Activate Help on Item.
Shift + F2	Insert Comments
Shift + F3	Insert Function.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Ctrl + Page down	Move to next worksheet.
Ctrl + Page up	Move to previous worksheet.
Ctrl + Shift + #	Number Format: Date
Ctrl + Shift + @	Number Format: Time.
Ctrl + Shift + !	Number Format: Commas.
Ctrl + Shift + \$	Number Format: Currency
Ctrl + Shift + %	Number Format: Percentage
Ctrl + Shift + ^	Number Format: Scientific.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.
Ctrl + (Arrow key)	Move to next section.

Microsoft Internet Explorer Shortcut Keys

The followings are short-cuts for Microsoft Internet Explorer. Some keys are version specific

Mouse shortcuts

Shortcut	Description
Double-click (On a word)	Select the word.
Triple-click	Select entire line.
Wheel click	Activate the Smooth scrolling
Hold Ctrl + Scroll Wheel forward	Increase font size
Hold Ctrl + Scroll Wheel backward	Decrease font size
Click one point then hold Shift & click another	Create a selection from the two points

Keyboard shortcuts

Shortcut	Description
F1	Help.
F3	Toggle on/off search panel.
F4	Pull down address bar.
F5	Refresh current page.
F6	Move focus to address bar.
F11	Toggle on/off full-screen mode
Alt + (Left Arrow)	Go back on history. Same pas Backspace
Alt + (Right Arrow)	Go forward on history.
Ctrl + A	Select All.
Ctrl + B	Favorites.
Ctrl + C	Copy Selected.
Ctrl + E	Search panel.
Ctrl + F	Find (on page).
Ctrl + H	Toggle History panel.
Ctrl + I	Toggle Favorites panel.
Ctrl + L	Open File. Same as Ctrl + O
Ctrl + N	Open New browser window.
Ctrl + P	Print current page / frame.
Ctrl + R	Refresh. Same as F5
Esc	Stop (while page is loading).
Ctrl + Enter	Auto complete a url address. For example, type morganscomputerresque in the address bar and press Ctrl + Enter to get http://www.morganscomputerresque.com .
Ctrl + D	Add the current page to favorite.

Microsoft Outlook Shortcut Keys

The followings are shortcuts for Microsoft Outlook. Some keys are version specific.

Use at your own risk.

Shortcut	Description
Ctrl + B	Bold
Ctrl + C	Copy.
Ctrl + F	Forward a message.
Ctrl + I	Italic highlighted selection
Ctrl + K	Auto-Complete the name or message.
Ctrl + P	Paste selected text.
Ctrl + R	Reply to a message.
Alt + S	Compose a new message
Ctrl + U	Underline
Ctrl + X	Cut selected text.
Ctrl + N	Compose a new message.
Ctrl + Shift + A	New appointment to your calendar.
Ctrl + Shift + C	New contact.
Ctrl + Shift + I	Go to Inbox.
Ctrl + Shift + J	New journal entry.
Ctrl + Shift + K	New task.
Ctrl + Shift + O	Go to Outbox.

What are the F1 through F12 keys?

Commonly known as "function keys", F1 through F12 may have a variety of different uses or no use at all. Depending on the installed operating system and the software program currently open will change how each of these keys operate. A program is capable of not only using each of the function keys, but also combining the function keys with the ALT or CTRL key, for example, Microsoft Windows users can press ALT + F4 to close the program currently active.

Below is a short-listing of some of the common functions of the functions keys on computers running Microsoft Windows. As mentioned above not all programs support function keys and may perform different tasks than those mentioned below. If you are looking for more specific shortcut keys and function key examples we suggest seeing our shortcut key page.

F1

- Almost always used as the help key, almost every program will open the help screen when this key is pressed.
- Enter CMOS Setup.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the Task Pane.

F2

- In Windows commonly used to rename a highlighted icon or file.
- Alt + Ctrl + F2 opens document window in Microsoft Word.
- Ctrl + F2 displays the print preview window in Microsoft Word.
- Enter CMOS Setup.

F3

- Often opens a search feature for many programs including Microsoft Windows.
- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

F4

- Open find window.
- Repeat the last action performed (Word 2000+)
- Alt + F4 will close the program currently active in Microsoft Windows.
- Ctrl + F4 will close the open window within the current active window in Microsoft Windows.

F5

- In all modern Internet browsers pressing F5 will refresh or reload the page or document window.
- Open the find, replace, and go to window in Microsoft Word.
- Starts a slideshow in PowerPoint.

F6

- Move the cursor to the Address bar in Internet Explorer and Mozilla Firefox.
- Ctrl + Shift + F6 opens to another open Microsoft Word document.

F7

- Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.
- Shift + F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret browsing in Mozilla Firefox.

F8

- Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.

F9

- Opens the Measurements toolbar in Quark 5.0.

F10

- In Microsoft Windows activates the menu bar of an open application.
- Shift + F10 is the same as right-clicking on a highlighted icon, file, or Internet link.
- Access the hidden recovery partition on HP and Sony computers.
- Enter CMOS Setup.

F11

- Full-screen mode in all modern Internet browsers.
- Ctrl + F11 as computer is starting to access the hidden recovery partition on many Dell computers.
- Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.

F12

- Open the Save as window in Microsoft Word.
- Shift + F12 save the Microsoft Word document.
- Ctrl + Shift + F12 prints a document in Microsoft Word.
- Preview a page in Microsoft Expression Web
- Open Firebug.

Tip: Earlier IBM computers also had F13 - F24 on the keyboards. However, because these keyboards are no longer used they are not listed on this page.

Computer keyboard key explanations

When talking to tech support or to other people about keyboard commands, web pages, and command line commands, you may hear such things as forward slash, backward slash, and caret. Many times this can be confusing for users unfamiliar with each of the symbols found on a keyboard. Below is a chart that can be used to identify each keyboard key and give even more information about what that key is used for and examples of how it could be used.

<u>Symbol</u>	<u>Explanation</u>
Windows	PC keyboards have a Windows key represented by a flag.
Command	Apple Mac computers have a command key.
F1 - F12	Information about the F1 through F12 keyboard keys.
Tab	Tab key
Caps lock	Caps lock key
Shift	Shift key
Ctrl	Control key
Alt	Alternate key (PC Only; Mac users have Option key)
Back Space	Back space key
Delete	Delete or Del key
Enter	Enter key
Prt Scrn	Print screen key
Scroll lock	Scroll lock key
Pause	Pause key
Break	Break key
Insert	Insert key
Home	Home key
Page up	Page up or pgup key
Page down	Page down or pgdn key
Num Lock	Number Lock key
~	Tilde
`	Acute, Back quote, grave, grave accent, left quote, open quote, or a push
!	Exclamation mark, Exclamation point, or Bang
@	At or At symbol
#	Octothorpe, Number, Pound, sharp, or Hash
£	Pounds Sterling or Pound symbol
€	Euro
\$	Dollar sign
¢	Cent sign
¥	Japanese Yen

\$	Generic currency
§	Micro
%	Percent
°	Degree
^	Caret or Circumflex
&	Ampersand or And
*	Asterisk and sometimes referred to as star .
(Open parenthesis
)	Close parenthesis
-	Hyphen, Minus or Dash
_	Underscore
+	Plus
=	Equals
{	Open Brace, squiggly brackets, or curly bracket
}	Close Brace, squiggly brackets, or curly bracket
[Open bracket
]	Close bracket
	Pipe, Or, or Vertical bar
\	Backslash or Reverse Solidus
/	Forward slash, Solidus, Virgule, or Whack
§	Section
:	Colon
;	Semicolon
"	Quote, Quotation mark, or Inverted commas
'	Apostrophe or Single Quote
<	Less Than or Angle brackets
>	Greater Than or Angle brackets
,	Comma
.	Period, dot or Full Stop
?	Question Mark