

QuickStudy

COMPUTER

Computer Shortcuts

& Special Characters

BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Displayed help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected text
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + B	Paste
Ctrl + I	Go to beginning of current line
Ctrl + Home	Go to beginning of document
Ctrl + End	Go to end of current line
Ctrl + End	Go to end of document
Ctrl + Home	Highlight from current position to beginning of line
Ctrl + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT WINDOWS SHORTCUT KEYS

Alt + Tab	Switch between open applications
Alt + Esc	Switch backends between open applications
Alt + Shift	Creates shortcut for current resources

WORD SHORTCUT KEYS

Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + D	Cut selected text
Ctrl + E	Open new blank document
Ctrl + F	Open options
Ctrl + G	Open the print window
Ctrl + H	Open the print window
Ctrl + I	Italicize highlighted selection
Ctrl + J	Insert link
Ctrl + K	Underline highlighted selection
Ctrl + L	Paste
Ctrl + M	Redo the last action performed
Ctrl + N	Undo last action
Ctrl + O	Find and replace options
Ctrl + P	Find and replace options
Ctrl + Q	Justify paragraph alignment
Ctrl + R	Align selected text or line to the left
Ctrl + S	Align selected paragraph to the left
Ctrl + T	Align selected text or line to the center
Ctrl + U	Align selected text or line to the right
Ctrl + V	Insert the paragraph
Ctrl + W	Undo last action
Ctrl + X	Undo last action
Ctrl + Y	Open first and replace options
Ctrl + Z	Open second and replace options
Ctrl + A	Open third and replace options
Ctrl + B	Underline highlighted selection
Ctrl + C	Underline selected text
Ctrl + D	Underline highlighted selection
Ctrl + E	Open options
Ctrl + F	Open new document
Ctrl + G	Open print dialog box
Ctrl + H	Find

EXCEL SHORTCUT KEYS

F2	Edit the selected cell
F5	Go to a specific cell
Shift	Split/insert selected text and other items
F11	Create sheet
Ctrl + Shift + L	Enter the current time
Ctrl + L	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F2	Open the Excel formula window
Shift + F1	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + E	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open find and replace options
Ctrl + H	Open find and replace options
Ctrl + I	Underline highlighted selection
Ctrl + J	Underline selected text
Ctrl + K	Underline highlighted selection
Ctrl + L	Open options
Ctrl + M	Open new document
Ctrl + N	Open print dialog box
Ctrl + O	Find

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