



## **KEYBOARD SHORTCUTS BOOKLET**

A simple and complete guide for everyday computer use

*Please note: When using a macbook, replace 'CNTRL' key with 'COMMAND' key*

### **1. UNIVERSAL COMPUTER SHORTCUTS (WORK IN MOST APPS)**

#### **Basic Editing**

Shortcut	What It Does	Where It Works
Ctrl + C	Copy	All apps
Ctrl + V	Paste	All apps
Ctrl + X	Cut	All apps
Ctrl + Z	Undo	All apps
Ctrl + Y	Redo	Word, PowerPoint, Excel
Ctrl + A	Select all	All apps
Ctrl + S	Save	All apps
Ctrl + Shift + S	Save As	Word, PowerPoint
Ctrl + P	Print	All apps

## 2. TEXT FORMATTING SHORTCUTS (WORD, POWERPOINT, SOME IN EMAIL)

Shortcut	What It Does	Apps
Ctrl + B	Bold	Word, PowerPoint, Email
Ctrl + I	Italic	Word, PowerPoint, Email
Ctrl + U	Underline	Word, PowerPoint
Ctrl + E	Center text	Word
Ctrl + L	Align left	Word
Ctrl + R	Align right	Word
Ctrl + J	Justify	Word
Ctrl + Shift + >	Increase font size	Word
Ctrl + Shift + <	Decrease font size	Word

### 3. NAVIGATION SHORTCUTS (MOVE AROUND FASTER)

Shortcut	What It Does	Apps
Arrow keys	Move one character/line	All apps
Ctrl + Arrow keys	Jump one word/section	Word, PowerPoint, Browsers
Home	Go to start of line	Word
End	Go to end of line	Word
Ctrl + Home	Go to top of document	Word
Ctrl + End	Go to bottom of document	Word
Page Up / Page Down	Move one screen up/down	Word, Browsers

## 4. WINDOWS SHORTCUTS (OPERATING SYSTEM LEVEL)

Shortcut	What It Does	Where
Windows Key	Opens Start Menu	Windows
Windows + E	Opens File Explorer	Windows
Windows + D	Show Desktop	Windows
Windows + L	Lock computer	Windows
Windows + A	Open Action Center	Windows
Windows + I	Open Settings	Windows
Alt + Tab	Switch between apps	Windows
Ctrl + Shift + Esc	Open Task Manager	Windows
Windows + R	Open Run box	Windows
Windows + X	Open quick menu	Windows

## 5. BROWSER SHORTCUTS (CHROME, EDGE, FIREFOX)

### Tabs

Shortcut	What It Does
Ctrl + T	Open new tab
Ctrl + W	Close current tab
Ctrl + Shift + T	Reopen last closed tab
Ctrl + Tab	Move to next tab
Ctrl + Shift + Tab	Move to previous tab

## Page Actions

Shortcut	What It Does
Ctrl + L	Jump to address bar
Ctrl + R	Refresh page
Ctrl + D	Bookmark page
Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 0	Reset zoom

## 6. MICROSOFT WORD SHORTCUTS

Shortcut	What It Does
Ctrl + N	New document
Ctrl + O	Open file
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
Ctrl + Enter	Insert page break
Ctrl + K	Insert hyperlink
Ctrl + F	Find
Ctrl + H	Find and replace
Shift + F3	Change case (lowercase/UPPERCASE/Title Case)

## 7. MICROSOFT EXCEL SHORTCUTS

### Basic

Shortcut	What It Does
Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + S	Save workbook

### Cell Actions

Shortcut	What It Does
Ctrl + Arrow keys	Jump to end of data in a direction
Ctrl + Shift + Arrow keys	Select a block of data
Ctrl + ;	Insert today's date
Ctrl + Shift + :	Insert current time
F2	Edit active cell
Ctrl + 1	Open Format Cells box
Ctrl + Shift + L	Add/Remove filter
Alt + Enter	Start new line inside a cell

## Rows & Columns

Shortcut	What It Does
Ctrl + Space	Select column
Shift + Space	Select row
Ctrl + Shift + "+"	Insert row/column
Ctrl + "-"	Delete row/column

## 8. MICROSOFT POWERPOINT SHORTCUTS

Shortcut	What It Does
Ctrl + M	New slide
Ctrl + D	Duplicate slide
Ctrl + Shift + C	Copy formatting
Ctrl + Shift + V	Paste formatting
F5	Start slideshow
Shift + F5	Start slideshow from current slide
Ctrl + K	Insert hyperlink
Ctrl + G	Group objects
Ctrl + Shift + G	Ungroup objects
Ctrl + A	Select all items on slide

## 9. FILE & FOLDER SHORTCUTS

Shortcut	What It Does
Ctrl + N	New File Explorer window
Ctrl + Shift + N	Create new folder
Alt + Enter	File properties
F2	Rename file or folder
Delete	Send to Recycle Bin
Shift + Delete	Delete permanently

## 10. EMAIL SHORTCUTS (GMAIL, OUTLOOK)

Shortcut	What It Does
Ctrl + Enter	Send email
Ctrl + R	Reply
Ctrl + Shift + R	Reply all
Ctrl + F	Forward
Ctrl + K	Insert link
Ctrl + Shift + 7	Make a numbered list
Ctrl + Shift + 8	Make a bullet list

## 11. SPECIAL FUNCTION KEYS

Key	Function
F1	Help
F2	Rename (Windows) / Edit cell (Excel)
F5	Refresh (Browser) / Slideshow (PowerPoint)
F7	Spell check (Word, PowerPoint)
F11	Full screen (Browser)
Esc	Cancel / Exit full screen

## 12. SHORTCUTS FOR SPEED AND PRODUCTIVITY

Shortcut	What It Does
Ctrl + Shift + Esc	Task Manager
Windows + Shift + S	Screenshot snipping tool
Windows + .	Emoji panel
Alt + F4	Close current window