

KEYBOARD SHORTCUTS (Windows)

Note: For Mac users, please substitute the Command key for the Ctrl key. This substitution will work for the majority of commands

General Commands

Navigation

Windows key + D	Desktop to foreground
Context menu	Right click
Alt + underlined letter	Menu drop down, Action selection
Alt + Tab	Toggle between open applications
Alt, F + X or Alt + F4	Exit application
Alt, Spacebar + X	Maximize window
Alt, Spacebar + N	Minimize window
Ctrl + W	Closes window
F2	Renames a selected file or folder

Open Programs

To open programs from START menu:	Create a program shortcut and drop it into START menu
To open programs/files on Desktop:	Select first letter, and then press Enter to open

Dialog Boxes

Enter	Selects highlighted button
Tab	Selects next button
Arrow keys	Selects next (>) or previous button (<)
Shift + Tab	Selects previous button

Microsoft Word

Formatting

Ctrl + P	Print
Ctrl + S	Save
Ctrl + Z	Undo
Ctrl + Y	Redo
CTRL+B	Make text bold
CTRL+I	Italicize
CTRL+U	Underline
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Copy + delete
Shift + F3	Change case of letters
Ctrl+Shift+>	Increase font size
Ctrl+Shift+<	Decrease font size

Highlight Text

Shift + Arrow Keys	Selects one letter at a time
Shift + Ctrl + Arrow keys	Selects one word at a time
Shift + End or Home	Selects lines of text

Change or resize the font

CTRL+SHIFT+ >	Increase the font size
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KEYBOARD SHORTCUTS (Windows)

CTRL+SHIFT+ <	Decrease the font size
CTRL+SHIFT+F	Change font and size

Microsoft PowerPoint Navigation

Page Up/Down	Moves to next/previous slide
Ctrl + M	Insert a slide in current presentation
Ctrl + W	Close a presentation
F5	View slide show from beginning
Shift+F5	View slide show from current slide
Esc	Cancel an action
Alt + V, then D	View slide sorter
Alt + O, then N	Format text box (colors and lines)
Alt + I, then X	Insert text box

Select and move text/objects

Tab	Selects and cycles forward through objects (if cursor is in text box, press ESC; box can now be moved, copied, pasted, formatted, etc.)
Shift + Tab	Selects and cycles backward through objects
Enter	Positions cursor within an object when the object is selected
Arrow keys	Shifts location of text box once selected (press 'Esc' to de-select)

Microsoft Excel Worksheet navigation

Ctrl + Home	Cursor at beginning of worksheet
Home	Cursor at beginning of row
Ctrl + Arrow Keys	Moves to edge of current data region
Tab	Moves to next cell
Shift + Tab	Moves to previous cell
Alt + Page Up, Page Down	Move one screen to the left, right
Ctrl + Page Up, Page Down	Move to the next/previous worksheet
Ctrl + Tab, Shift + Tab	Move to the next/previous workbook

Edit Worksheet

F2	Edit active cell/put cursor at end of line
Ctrl + Shift + Plus Sign (+)	Insert blank cells or rows and columns
Ctrl + Hyphen (-)	Delete selected cells
Shift + Space Bar	Highlights entire row
Ctrl + Space Bar	Highlights entire column
Shift + Arrow Keys	Highlights cells
Delete	Clear contents of selection
Ctrl + Z	Undo last action
Shift + F11	Insert a new worksheet

KEYBOARD SHORTCUTS (Windows)

Mozilla Firefox (Web)

Navigation

Back	Alt + Left Arrow Backspace
Forward	Alt + Right Arrow Shift + Backspace
Home	Alt+Home
Select location bar	Alt+d F6 Ctrl+L
History	Ctrl+H
Caret browsing	F7 (navigation by cursor)

Current page

End of page	End
Beginning of page	Home
Text size increase	Ctrl+ +
Text size decrease	Ctrl+ -
Text size restore	Ctrl+ 0 (zero)

Tabs

New tab	Ctrl+T
New Window	Ctrl+N
Next tab	Ctrl+ Tab

Mozilla Thunderbird (Email)

Ctrl+M	New Message
Ctrl+N	New Message
Ctrl+W	Close Window
Del	Delete Message
Ctrl+L	Forward Message
F8	Toggle Message Pane
F	Go to Next Message (Forward)
B	Go to Previous Message (Back)
Ctrl+R	Reply to Message (sender only)
Ctrl+Shift+R	Reply to All in Message (all recipients)
Ctrl+Enter	Send Message Now
Spacebar	Scrolls through message
Enter	View message in window
Tab	Moves cursor between fields
