

# SHORTCUT KEYS FOR MICROSOFT WINDOWS

This list of shortcut key combinations for Microsoft Windows is provided for your convenience by ELM Computer Systems Inc. It has been compiled from information found in various trade journals and internet sites. We do not guarantee that the included shortcut keys will function as stated in all versions of the listed applications nor is this list intended to be exhaustive.

No restrictions are placed upon the use of this list.

If you find any errors or know shortcut key combinations that we have not included, we would like to hear from you. Please contact us using the information below, thank you.

ELM Computer Systems Inc. is a Toronto, Ontario based firm providing outsourced IT services to a wide variety of business in the Greater Toronto Area. ELM also designs custom software for the PC and Pocket PC platforms.

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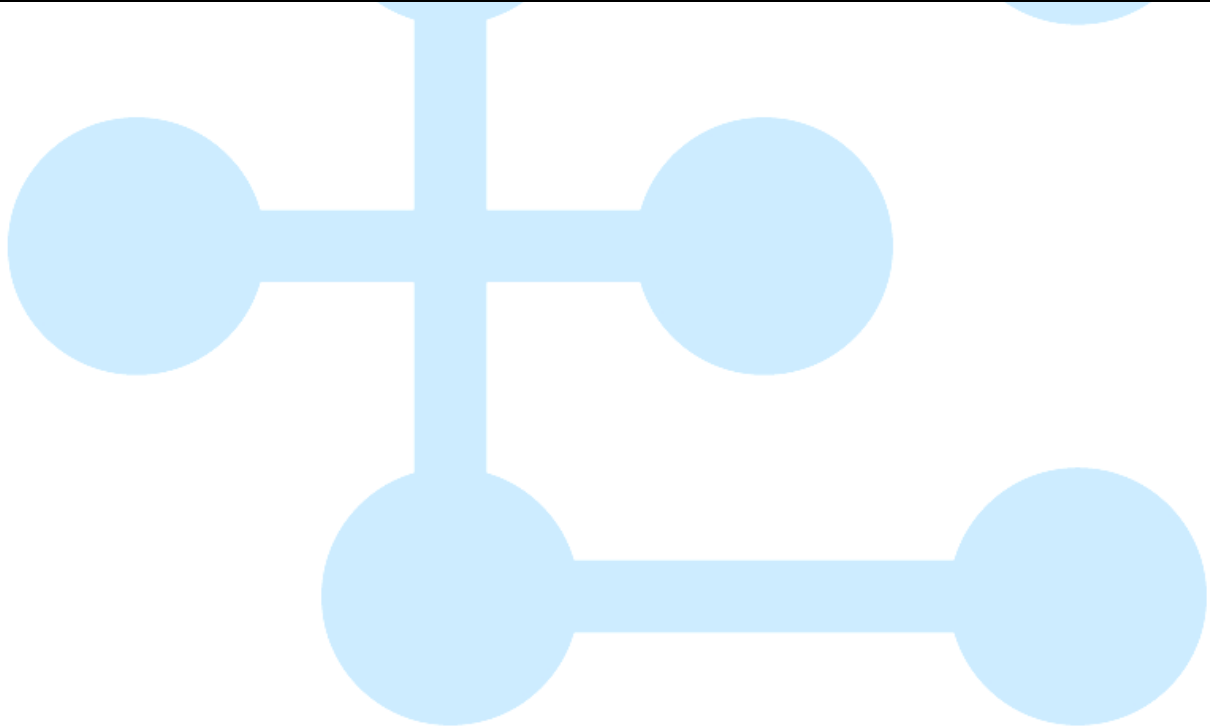
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<b>SHORTCUT KEYS FOR MICROSOFT WINDOWS</b>	
<b>SHORTCUT KEY COMBINATION</b>	<b>FUNCTION</b>
F8 (during boot)	Holding F8 when booting displays the Windows Boot Menu
SHIFT (during boot)	Holding SHIFT down when booting forces Windows into Safe Mode
CTRL + ALT + DEL	Displays the Task Manager or Windows Security dialog box
ALT + TAB	Static rotate forward between currently open applications
ALT + SHIFT + TAB	Static rotate backward between currently open applications
WINDOWS KEY + TAB	Live view rotate forward between currently open applications
WINDOWS KEY + SHIFT + TAB	Live view rotate backward between currently open applications
ALT + ESC	Rotates through currently open applications in the order they were started
ALT + PRINT SCREEN	Sends a screen shot of the current application to the Windows clipboard
CTRL + ESC	Displays the Windows Start Menu (same as with the Windows Key)
CTRL + + (on numeric keypad)	Resize column to size of longest item in Windows Explorer details view
SHIFT + *	Opens folder currently selected in Windows Explorer and all sub-folders
F1	Displays the Help window for the current application
F2	Renames currently highlighted object
F3	Displays the Windows Search dialogue
F4	Positions cursor at the Address Bar in Windows & Internet Explorer
F5	Refreshes contents in Windows & Internet Explorer
ALT + F4	Closes current application
CTRL + F4	Closes currently open window in current application
CTRL + Z	Reverses last made change(s) in current document or field
ALT + ENTER	Opens the properties dialogue for the currently highlighted object
SHIFT + F10	Displays the context menu (same as with the Application Key or right mouse click)
SHIFT + DEL	Deletes objects directly, does not send them to the Recycle Bin
SHIFT (inserting CD/DVD)	Holding SHIFT when inserting a CD or DVD prevents auto-play
SHIFT (selecting objects)	Holding SHIFT down while selecting objects selects objects inclusively
CTRL (selecting objects)	Holding CTRL down while selecting objects selects objects individually
WINDOWS KEY + D	Minimizes all open windows and displays the desktop (using this combination again restores all minimized windows)
WINDOWS KEY + TAB	Cycles through open applications via the taskbar
WINDOWS KEY + E	Starts Windows Explorer to browse local computer
WINDOWS KEY + F	Displays the Windows Search dialogue

WINDOWS KEY + CTRL + F	Displays the Windows Search for Computers dialogue
WINDOWS KEY + F1	Displays the Microsoft Windows Help window
WINDOWS KEY + L	Locks the computer
WINDOWS KEY + M	Minimizes all open windows
WINDOWS KEY + SHIFT + M	Restores all windows minimized using WINDOWS KEY + M
WINDOWS KEY + R	Displays the Run dialogue
WINDOWS KEY + U	Displays the Windows Utility Manager
WINDOWS KEY + PAUSE	Displays the Windows System Properties dialogue



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## GENERIC APPLICATION SHORTCUT KEYS

(available to most Windows applications)

SHORTCUT KEY COMBINATION	FUNCTION
F1	Displays the current application's Help window
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + K	Insert hyperlink
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Repeat last action
ALT + E	Opens the EDIT menu in the current application
ALT + F	Opens the FILE menu in the current application
SHIFT + INS	Pastes contents of Windows clipboard into current document
HOME	Positions cursor at beginning of current line
CTRL + HOME	Positions cursor at beginning of current document
END	Positions cursor at end of current line
CTRL + END	Positions cursor at end of current document
SHIFT + HOME	Selects all text from current position to beginning of current line
SHIFT + END	Selects all text from current position to end of current line
CTRL + LEFT ARROW	Moves cursor to the left one word at a time
CTRL + RIGHT ARROW	Moves cursor to the right one word at a time

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## MICROSOFT OFFICE SHORTCUT KEYS – EXCEL

SHORTCUT KEY COMBINATION	FUNCTION
F2	Edit contents of a cell
F7	Spell check entire document or only highlighted text
F11	Create chart
CTRL + ;	Enter the current date
CTRL + SHIFT + ;	Enter the current time
CTRL + ‘	Copies formula from cell above into current cell
CTRL + SHIFT + “	Copies value from cell above into current cell
CTRL + `	Toggles between displaying cell contents and cell formulas
CTRL + R	Copies contents of current cell into selected cells to the right
CTRL + D	Copies contents of current cell into selected cells below
ALT + SHIFT + F1	Create new worksheet
SHIFT + F3	Displays the formula dialogue
SHIFT + F5	Displays the search dialogue
CTRL + 1	Opens the Format Cells dialogue
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + 5	<del>STRIKETHROUGH</del> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + K	Insert hyperlink
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Repeat last action
CTRL + F6	Switches between open workbooks
CTRL + F9	Minimize current window
CTRL + F10	Maximize current window
CTRL + PGUP	Rotates forward between worksheets in current document
CTRL + PGDN	Rotates backward between worksheets in current document

CTRL + TAB	Rotates between open documents
CTRL + SHIFT + !	Displays numbers in comma format
CTRL + SHIFT + @	Displays numbers in time format
CTRL + SHIFT + #	Displays numbers in date format
CTRL + SHIFT + \$	Displays numbers in currency format
CTRL + SHIFT + %	Displays numbers in percentage format
CTRL + SHIFT + ^	Displays numbers in scientific format
CTRL + SHIFT + ~	Displays numbers without special formatting
ALT + =	Adds a range of cells
CTRL + SHIFT + RIGHT ARROW	Positions cursor at next section of text
CTRL + SHIFT + LEFT ARROW	Positions cursor at previous section of text
CTRL + SPACE	Selects entire current column
SHIFT + SPACE	Selects entire current row



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## MICROSOFT OFFICE SHORTCUT KEYS – FRONT PAGE

SHORTCUT KEY COMBINATION	FUNCTION
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + K	Insert hyperlink
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Repeat last action
CTRL + K	Insert hyperlink
CTRL + L	Left justifies current line or highlighted text
CTRL + E	Center justifies current line or highlighted text
CTRL + R	Right justifies current line or highlighted text
CTRL + /	Displays HTML tags
CTRL + S	Saves current document
CTRL + TAB	Switches between currently open documents
CTRL + INS	Inserts line break at cursor position
CTRL + ENTER	Moves cursor above or below a table
CTRL + SHIFT + B	Preview document in web browser
CTRL + SHIFT + >	Increase highlighted text font size incrementally
CTRL + SHIFT + <	Decrease highlighted text font size incrementally
CTRL + DEL	Deletes word to right of cursor
CTRL + BACKSPACE	Deletes word to left of cursor

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MICROSOFT OFFICE SHORTCUT KEYS – OUTLOOK	
SHORTCUT KEY COMBINATION	FUNCTION
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Redo last action
CTRL + L	Left justifies current line or highlighted text
CTRL + E	Center justifies current line or highlighted text
CTRL + S	Saves current document
CTRL + DEL	Deletes word to right of cursor
CTRL + BACKSPACE	Deletes word to left of cursor
CTRL + SHIFT + I	Jump to Inbox folder
CTRL + SHIFT + O	Jump to Outbox folder
CTRL + 1	Jump to Mail folder
CTRL + 2	Jump to Calendar folder
CTRL + 3	Jump to Contacts folder
CTRL + 4	Jump to Tasks folder
CTRL + Y	Opens the Go to Folder dialogue
CTRL + R	Reply to current message
CTRL + SHIFT + R	Reply to all recipients of current message

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## MICROSOFT OFFICE SHORTCUT KEYS – POWERPOINT

SHORTCUT KEY COMBINATION	FUNCTION
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
SHIFT + F3	Toggles selected text between lowercase, initial capital and uppercase
SHIFT + F9	Toggle grid lines
ALT + F9	Toggle guide lines
CTRL + M	New slide
CTRL + D	Duplicate current slide
CTRL + SHIFT + C	Copy Autoshape styles
CTRL + SHIFT + V	Paste Autoshape styles
CTRL + SHIFT + G	Group objects
CTRL + SHIFT + H	Un-group objects
F5	Start a presentation

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## MICROSOFT OFFICE SHORTCUT KEYS – WORD

SHORTCUT KEY COMBINATION	FUNCTION
CTRL + A	Selects all text in current document
CTRL + B	<b>BOLD</b> highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + K	Insert hyperlink
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Repeat last action
CTRL + F	Displays Microsoft Word's Find dialogue
SHIFT + F4	Repeat most recent Find command
CTRL + K	Insert hyperlink
CTRL + L	Left justifies current line or highlighted text
CTRL + E	Center justifies current line or highlighted text
CTRL + R	Right justifies current line or highlighted text
SHIFT + F3	Changes case of highlighted text
CTRL + N	Opens new blank document
CTRL + P	Displays the print dialogue
CTRL + SHIFT + F	Displays the font properties dialogue
CTRL + SHIFT + >	Increase highlighted text font size incrementally
CTRL + SHIFT + <	Decrease highlighted text font size incrementally
CTRL + ]	Increase highlighted text font size incrementally
CTRL + [	Decrease highlighted text font size incrementally
CTRL + SHIFT + *	Toggles display of non-printing characters
CTRL + UP ARROW	Positions cursor at beginning of current paragraph
CTRL + DOWN ARROW	Positions cursor at end of current paragraph
CTRL + M	Indent current paragraph
CTRL + DEL	Deletes word to right of cursor
CTRL + BACKSPACE	Deletes word to left of cursor

CTRL + SPACEBAR	Resets highlighted text to default font
CTRL + 1	Spaces current line or highlighted text using single line spacing
CTRL + 5	Spaces current line or highlighted text using 1.5 line spacing
CTRL + 2	Spaces current line or highlighted text using double line spacing
CTRL + ALT + 1	Formats highlighted text to Heading 1
CTRL + ALT + 2	Formats highlighted text to Heading 2
CTRL + ALT + 3	Formats highlighted text to Heading 3
F4	Repeat last action (Microsoft Office 2000 or higher only)
F5	Opens Go To dialogue
SHIFT F5	Jump to previous edit point in document
F7	Spell check entire document or only highlighted text
SHIFT + F7	Opens the Thesaurus dialogue
F8	Turns on Selection Mode. Use any Word feature to add to selection or F8 to increase selection by word, sentence, paragraph or document)
F12	Opens the Save Document As dialogue
SHIFT + F12	Saves current document
CTRL + F6	Rotate through open documents
ALT + F6	Toggle between open documents and program dialogues
ALT + Mouse click	Opens the Research Panel (if installed) showing information about current word or selection

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## INTERNET EXPLORER SHORTCUT KEYS

SHORTCUT KEY COMBINATION	FUNCTION
ALT + HOME	Opens Home Page
ALT + LEFT ARROW	Rotates backward through previously viewed websites
ALT + RIGHT ARROW	Rotates forward through previously viewed websites
SPACEBAR	Moves down the current page one screen at a time
SHIFT + SPACEBAR	Moves up the current page one screen at a time
F11	Toggles between full screen and normal views
ESC	Ends download of current page or file
CTRL + ENTER	Automatically completes an URL (eg: Type elmcomputers in ADDRESS BAR, press CTRL + ENTER to format to <a href="http://www.elmcomputers.com">http://www.elmcomputers.com</a> )
CTRL + N	Opens new browser window
CTRL + P	Prints the current page or frame
CTRL + Mouse Wheel Up	Increase text size
CTRL + Mouse Wheel Down	Decrease text size

## INTERNET EXPLORER 7 SHORTCUT KEYS

SHORTCUT KEY COMBINATION	FUNCTION
CTRL + LEFT MOUSE BTN	Open a link in a new background tab
ALT + ENTER	Open a new tab from the Address Bar
CTRL + TAB	Rotate forward through tabs
CTRL + W (or CTRL + F4)	Close current tab
CTRL + <i>Number</i>	Switch to a specific tab (numbered from left to right)
CTRL + Q	Open Quick Tabs (thumbnail view of all tabs)
ALT + N	Give focus to Information Bar
ALT + D	Give focus to Address Bar
CTRL + E	Give focus to Toolbar search box
ALT + ENTER	Open your search query in a new tab
CTRL + DOWN ARROW	Show the search provider menu
ALT (or F10)	Toggle display of Menu Bar

## REMOTE DESKTOP SHORTCUT KEYS

SHORTCUT KEY COMBINATION	FUNCTION
ALT + PGUP	Rotates forward between currently open applications (Equivalent to ALT + TAB on local system)
ALT + PGDN	Rotates backward between currently open applications (Equivalent to ALT + SHIFT + TAB on local system)
ALT + INS	Rotates through currently open applications in the order they were started (Equivalent to ALT + ESC on local system)
ALT + HOME	Displays the Windows Start Menu (same as with the Windows Key) (Equivalent to CTRL + ESC on local system)
CTRL + ALT + - (on numeric keypad)	Sends a screen shot of the current application in the Remote Desktop to the Windows clipboard (Equivalent to ALT + PRINT SCREEN on local system)
CTRL + ALT + + (on numeric keypad)	Sends a screen shot of the entire Remote Desktop session to the Windows clipboard (Equivalent to PRINT SCREEN on local system)
CTRL + ALT + END	Displays the Task Manager or Windows Security dialog box (Equivalent to CTRL + ALT + DEL on local system)

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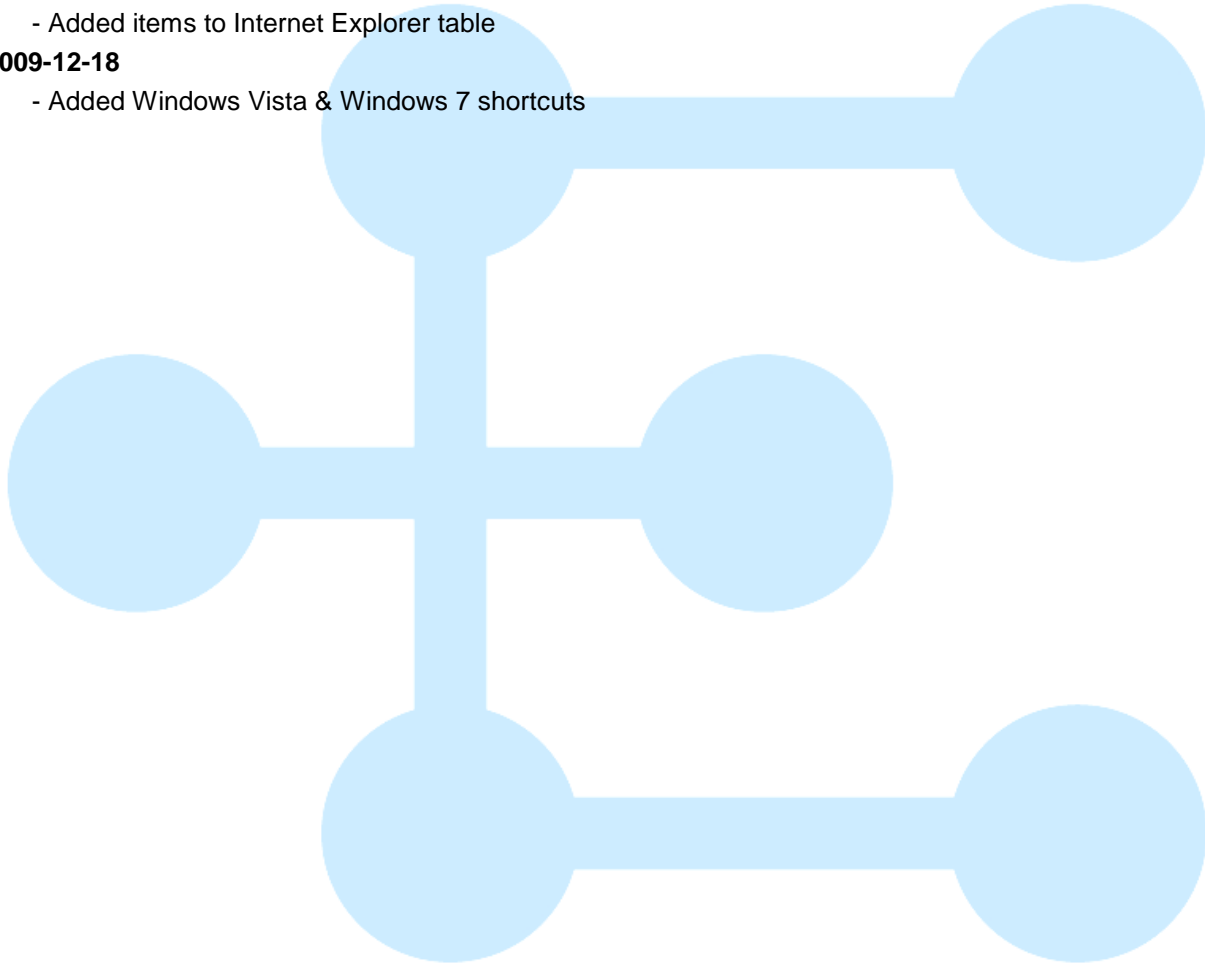
## Revision History

**2008-05-13**

- Added Internet Explorer 7 table
- Added items to Internet Explorer table

**2009-12-18**

- Added Windows Vista & Windows 7 shortcuts



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