



IT Tips and tricks #19 – Shortcuts for fun (2)

Last time, we looked at some general keyboard shortcuts to help save some time... here are a few more, but this time application specific.

WORD SHORTCUT KEYS

Shortcut Keys

Ctrl + A
Ctrl + B
Ctrl + C
Ctrl + X
Ctrl + P
Ctrl + F
Ctrl + I
Ctrl + K
Ctrl + U
Ctrl + V
Ctrl + Y
Ctrl + Z
Ctrl + L
Ctrl + E
Ctrl + R
Ctrl + M
Ctrl + Shift + F
Ctrl + Shift + >
Ctrl +]
Ctrl + Shift + <
Ctrl + [
Ctrl + Shift + *
Ctrl + <left arrow>
Ctrl + <right arrow>
Ctrl + <up arrow>
Ctrl + <down arrow>
Ctrl + Del
Ctrl + Backspace
Ctrl + End
Ctrl + Home
Ctrl + Spacebar
Ctrl + 1
Ctrl + 2
Ctrl + 5
Ctrl + Alt + 1
Ctrl + Alt + 2
Ctrl + Alt + 3
F1
Shift + F3
Shift + Insert
F4
F5
F7
Shift + F7
F12
Shift + F12

Description

Select all contents of the page.
Bold highlighted selection.
Copy selected text.
Cut selected text.
Open the print window.
Open find box.
Italic highlighted selection.
Insert link.
Underline highlighted selection.
Paste.
Repeat the last action performed.
Undo last action.
Aligns the line or selected text to the left of the screen.
Aligns the line or selected text to the center of the screen.
Aligns the line or selected text to the right of the screen.
Indent the paragraph.
Change the font.
Increase selected font +1.
Increase selected font +1.
Decrease selected font -1.
Decrease selected font -1.
View or hide non printing characters.
Moves one word to the left.
Moves one word to the right.
Moves to the beginning of the line or paragraph.
Moves to the end of the paragraph.
Deletes word to right of cursor.
Deletes word to left of cursor.
Moves the cursor to the end of the document.
Moves the cursor to the beginning of the document.
Reset highlighted text to the default font.
Single-space lines.
Double-space lines.
1.5-line spacing.
Changes text to heading 1.
Changes text to heading 2.
Changes text to heading 3.
Open Help.
Change the case of the selected text.
Paste.
Repeat the last action performed (2000+)
Open goto window.
Spell check selected text and or document.
Activate the thesaurus.
Save as.
Save



EXCEL SHORTCUT KEYS

Shortcut Keys	Description
F7	Spell check selected text and or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert New Worksheet
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
Ctrl + Z	Undo last action.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks / windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.

INTERNET EXPLORER SHORTCUT KEYS

Shortcut Keys	Description
Alt + Left Arrow	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page / frame.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + Enter	Quickly complete an address. For example type computerhope in the address bar and press CTRL + ENTER to get http://www.computerhope.com .
Ctrl + N	Open New browser window.
Ctrl + P	Print current page / frame.