Computer Shortcut Keys A to Z

Shortcuts	Uses of Shortcut keys
Alt + F	Opens the File menu
Alt + E	Edits options in the present program
F1	Provides Universal help
Ctrl + A	Entire text is selected
Ctrl + X	Cuts the selected object
Ctrl + Del	Delets selected object
Ctrl + C	Copy the selected object
Ctrl + Ins	Copy the selected object
Ctrl + V	Paste the selected object
Shift + Ins	Paste the selected object
Home	Cursor reaches the start of the present line
Ctrl + Home	Reaches the starting of the document
End	Cursor reaches end of the current line
Ctrl + End	Reaches the end of a document
Shift + Home	Highlight from the present position to the beginning of the line
Shift + End	Highlight from the present position to end of the line
Ctrl + (Left arrow)	Movse left at a time
Ctrl + (Right arrow)	Moves right at a time

Microsoft Windows

SHORTCUTS KEYS

Win+E   Start Windows Explorer

Win+R   Open the Run window

Win+L   Lock Windows

Win+P   Choose Projection Mode

Win+H   Share Screenshot

Win+K   Find Bluetooth

Win+I   Windows Settings

Win+A   Action Center

Win+X   Start Windows 10 Context Menu

Win+Q   Open Cortana, ready for voice input

Win+S   Open Cortana, ready for typed input

Win+Space Change the keyboard language

Ctrl+Shift+Esc Opens Windows Task Manager

Win+Pause/Break Display System Properties

CTRL + SHIFT + C =Copy Formats

CTRL + SHIFT + D = Double Underline text

CTRL + SHIFT + E = Track changes

CTRL + SHIFT + F = Change the font

CTRL + SHIFT + H = Apply hidden text formatting

CTRL + SHIFT + K = Format letters as small capitals

CTRL + SHIFT + L = Apply the List style

CTRL + SHIFT + M = Remove a paragraph indent from the left

CTRL + SHIFT + N = Apply the Normal Style

CTRL + SHIFT + P = Change the font size

CTRL + SHIFT + Q = Change the selection to the Symbol font

CTRL + SHIFT + S = Apply a style

CTRL + SHIFT + T = Reduce a hanging indent

CTRL + SHIFT + V =Paste Formats

CTRL + SHIFT + W = Underline words but not spaces

Microsoft
Excel

SHORTCUTS
KEYS

Ctrl+Enter Fills the selected cells with the current entry.

Ctrl+Spacebar Selects the entire column.

Ctrl+Shift+Spacebar Selects the entire worksheet.

Ctrl+Home Move to cell A1.

Ctrl+End Move to last cell on worksheet.

Ctrl+Tab Move between Two or more open Excel files.

Ctrl+Shift+Tab Activates the previous workbook.

Ctrl+Shift+A Inserts argument names into a formula.

Ctrl+Shift+F Opens the drop-down menu for fonts.

Ctrl+Shift+O Selects all of the cells that contain comments.

Ctrl+Shift+P Opens the drop-down menu for point size.

Shift+Insert Pastes what is stored on the clipboard.

Ctrl+Shift+F6 Moves to the previous worksheet window.

Ctrl+Shift+F12 Prints the current worksheet

Shift+Home Highlights all text to the left of the cursor.

Microsoft Powerpoint

SHORTCUTS KEYS

Ctrl+Shift+G	Group Shape
Ctrl+Shift+H	Ungroup Shape
Ctrl+Shift+J	Regroup Shape
Ctrl+Alt+Click	Straight line by curve tool
Ctrl+Resize Click	Resize from center
Alt+NandP	Insert Picture
Alt+NandSandH	Insert Shape
Alt+GandH	Select Theme
Alt+HandL	Select Slide Layout
Alt+Nand X	Insert textbox
Alt+NandJ	Select object
Alt+NandW	Insert Wordart
Ctrl+Shift+C	Copy shape attributes
Ctrl+Shift+V	Paste shape attributes
Ctrl+C/Ctrl+X/Ctrl+V	Copy,cut and paste shapes

Microsoft
Access

Arrow Right/Ctrl+Arrow Right	Move to Right
Arrow Left/Ctrl+Arrow Left	Move to Left
Arrow Up/Ctrl+Arrow Up	Move to Up
Arrow Down/Ctrl+Arrow Down	Move to down
Shift+Arrow Down	Increase the height
Shift+Arrow Up	Decrease the height
Shift+Arrow Right	Increase the width
Shift+Arrow Left	decrease the width
F2	Display complete hyperlink
F7	Check Spelling
Alt+Enter	Display Property sheet
Alt+F4	Exit access 16
Ctrl+F2	Invoke builder
Shift+F2	Open the zoom box
F5	Move the record number box

Microsoft Outlook

SHORTCUTS KEYS

Ctrl+] or Ctrl+Shift+> Increase font size

Shift+F3   Switch case (selected text)

Ctrl+Shift+K   Format letters as small capitals

Alt+O   Display the Format menu

Ctrl+Shift+P   Display the Font dialog box

Ctrl+Shift+L   Add bullets

Ctrl+T / Ctrl+Shift+T   Increase Decrease indent

Ctrl+Shift+Z or Ctrl+Space   Clear formatting

Ctrl+Shift+H   Delete the next word

Ctrl+Shift+J   Stretch a paragraph to fit between the margins

Ctrl+Shift+S   Apply styles

Ctrl+T / Ctrl+Shift+T   Create/reduce a hanging indent

Ctrl+K   Insert a hyperlink

Ctrl+L / Ctrl+R   Left/Right align a paragraph

Ctrl+Q   Remove paragraph formatting