Keyboard Shortcuts Everyone Should Know

What are shortcut keys? I'm glad you asked! They provide an easier and quicker way to navigate. Memorizing these shortcuts will dramatically increase your productivity. Let's learn some of the more popular keyboard shortcuts:

Windows Systems Key Combinations
- F1: Help.
- CTRL + ESC: Open **Start** menu.
- ALT + TAB: Switch between open programs.
- ALT + F4: Quit program.
- SHIFT + DELETE: Delete item permanently without putting it in the Recycle Bin.

Windows Program Basic Key Combinations
- CTRL + C: Copy.
- CTRL + X: Cut.
- CTRL + V: Paste.
- CTRL + Z: Undo.
- CTRL + B: **Bold**.
- CTRL + U: Underline.
- CTRL + I: *Italic*.
- CTRL + A: Selects all
- CTRL + clicking on all desired files with the mouse: Selects all the desired files
- ALT + N + B: Creates a page break in MS Word.

Other Helpful Commands
- F1: Starts Windows Help.
- F5: In MS Word it locates and/or replaces words and phrases quickly. On the Internet, it refreshes the page.
- F7: Spell checks the selected document.
- F12: Save As.
- SHIFT + F12: Save. (*also:* CTRL + S when in a Program)
- SHIFT + F7: Activates the Thesaurus.
- ALT + F4: Closes the current window.
- ALT + F6: Switch between multiple windows in the same program.
- Print Scrn: Hitting this key places the screen image into your computer's clipboard. You can then paste the image into other applications.
- CTRL + 1 / 2 / 5: Single-space, double-space, 1.5 space

Troubleshooting
- CTRL + ALT + DELETE: Soft reboot. Select these three keys simultaneously. Then select the Task Manager button to close the program that is not responding.

PRINT THIS OUT AND KEEP IT CLOSE TO YOUR COMPUTER FOR REFERENCE

For more information on keyboard shortcuts visit **Keyboard shortcuts for Windows** at:
http://support.microsoft.com/default.aspx?scid=kb;en-us;q126449#kb1