



Keyboard Shortcuts to use on a Windows/PC computer

General Windows Shortcuts

Alt + F4 to close the active window or bring up the shut-down dialog box	Ctrl + Tab allows movement from one open window to the next in an application with more than one open window.
Alt + Tab displays a list of open application windows. Keeping Alt depressed and selecting Tab cycles through the list. Releasing selects the highlighted application window.	Alt + underlined letter in menu to carry out the corresponding command on the menu
	F5 to refresh an active window
	F4 to repeat the last action
Ctrl + A to select all items in an active window	Ctrl + C to copy selected items in an active window
Ctrl + V to paste the contents of the clipboard	Ctrl + P to print the active window
Ctrl + X to cut selected items in an active window	Ctrl + Z to undo a change (or mistake) you just made
Ctrl + S to save the active document	Ctrl + W to close the active window
+ E to display Windows Explorer	+ Tab to cycle through buttons on the taskbar
+ M to minimize all open windows	Shift + + M to undo minimize all windows
to display the Start menu	+ F to display Find: All Files

Internet Explorer Shortcuts

Spacebar to scroll down one page view	Shift + Spacebar to scroll up one page view
Ctrl + D to add a page to the Favorites list	Ctrl + S to save the active page and all associated images
Ctrl + F to display Find (on the page)	F11 to view a full screen without toolbars, or to return to toolbar view from full screen
Alt + underlined letter in menu to carry out the corresponding command on the menu	Arrow keys to scroll in smaller increments than entire page views

MS Office Shortcuts

Ctrl + F2 to open print preview - Word	Shift + F3 to change case - Word. Continue to press F3 (with the Shift key depressed) to toggle through all choices.
Ctrl +] to increase font size 1 point - Word	
Ctrl + P in PowerPoint to display the pen	Ctrl + [to decrease font size 1 point - Word
Ctrl + A in PowerPoint to switch to arrow	B to black the screen during a PowerPoint show, or resume show - W to white the screen
F5 to start an open slide show - PowerPoint	
F11 to create a chart using selected data - Excel	Ctrl + 9 to hide selected rows - Excel (Ctrl + 0 to hide selected columns)
= to start a formula - Excel	Ctrl + Page Down - select the next worksheet - Excel