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A free list of Keyboard Shortcuts from your friends at Snoring Dog Productions

Keyboard shortcuts save time since you don't have to take your hands off the keyboard. Many Repetitive Strain Injury (RSI) sufferers report that they feel less discomfort when reducing use of the computer mouse.

General Microsoft Windows keyboard shortcuts:

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in

the Recycle Bin)

- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)
- ALT+F4 (Close the active item, or quit the active program)
- ALT+ENTER (Display the properties of the selected object)

- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (Activate the menu bar in the active program)
- RIGHT ARROW (Open the next menu to the right, or open a submenu)
- LEFT ARROW (Open the next menu to the left, or close a submenu)
- F5 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC (Open Task Manager)

Dialog box keyboard shortcuts:

If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection. To cancel extended selection mode, press SHIFT+F8 again. Extended selection mode cancels itself when you move the focus to another control.

CTRL+TAB (Move forward through the tabs)

- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)
- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- SPACEBAR (Select or clear the check box if the active option is a check box)
- Arrow keys (Select a button if the active option is a group of option buttons)
- F1 key (Display Help)
- F4 key (Display the items in the active list)
- BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)

Microsoft Natural Keyboard shortcuts:

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the System Properties dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)

- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)
- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the Run dialog box)
- Windows Logo+U (Open Utility Manager)

Accessibility keyboard shortcuts

- Right SHIFT for eight seconds (Switch FilterKeys either on or off)
- Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
- Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
- SHIFT five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
- Windows Logo +U (Open Utility Manager)

Windows Explorer keyboard shortcuts:

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (*) (Display all subfolders under the selected folder)
- NUM LOCK+Plus sign (+) (Display contents of the selected folder)
- NUM LOCK+Minus sign (-) (Collapse selected folder)
- LEFT ARROW (Collapse current selection if it is expanded, or select parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

General Office Keyboard Shortcuts:

- Ctrl+C: Copy selection
- Ctrl+X: Cut selection
- Ctrl+V: Paste copied selection.
- Ctrl+Shift->: Increase font size
- Ctrl+Shift-<: Decrease font size
- Alt-F11: Open Visual Basic for Applications
- Alt-Shift-F10: Display Smart Tag options

Microsoft Word Keyboard Shortcuts:

- Shift-F3: Toggle selected text between lowercase, initial capitals, and uppercase
- F4: Repeat your last action, including searching, typing, and formatting
- Shift-F4: Repeat the most recent Find command
- Shift-F5: Jump to the last change you made in the document
- Ctrl+F6: Toggle between open documents
- Alt-mouse click: Open the Research pane with information on the word or name you clicked on
- F7: Run the spell-checker

Microsoft Outlook Shortcuts:

General Microsoft Office Keyboard Shortcuts:

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Email:

- Ctrl+Shift+I Switch to Inbox
- Ctrl+Shift+O Switch to Outbox
- Ctrl+Shift+B Switch to the Address Book
- Ctrl+R Reply to a message
- Ctrl+Shift+R Reply to all
- Ctrl+M or F5 Check for new email
- Ctrl+Q Mark a message as read
- Ctrl+Shift+O Convert an open message to plain text
- Ctrl+Enter: Send Current Message
- Ctrl+Shift+M: Create a new message

Calendar:

- Alt+C Accept
- Alt+D Decline
- Alt+Hyphen Switch to weeks
- Alt+Number Display x number of days (1-10)
- Alt+Equals Switch to months
- Ctrl+Tab or F6 Move between Calendar, Tasks, and Folders
- Left arrow Previous day
- Right arrow Next day
- Alt+Down arrow Go to the same day in the next week
- Alt+Up arrow Go to the same day in the previous week
- Ctrl+Shift+A: Create a new appointment

Miscellaneous:

- F11 Open the find a contact box
- Ctrl+Shift+K Open a new task
- Ctrl+Shift+Q Open a new meeting request
- Ctrl+Shift+C Open a new contact
- Ctrl+Shift+M Open a new email message
- Ctrl+1: Switch to Mail
- Ctrl+2: Switch to Calendar
- Ctrl+3: Switch to Contacts
- Ctrl+4: Switch to Tasks

Microsoft Excel Keyboard Shortcuts:

- F2: Edit a cell's contents
- Ctrl+1: Open the Format Cells dialog
- Ctrl+Page Up: Move to the next sheet in the workbook
- Ctrl+Page Down: Move to the previous sheet in the workbook
- Ctrl+Shift-": Copy the value from the cell above into the current cell
- Ctrl+' : Copy the formula from the cell above into the current cell
- Ctrl+R: Fill contents of active cell into selected cells to the right
- Ctrl+D: Fill contents of active cell into selected cells down
- Ctrl+` : Toggle between showing cell values and formulas in cells
- Ctrl+\$: Set selection to currency format with two decimal places

Microsoft Internet Explorer Keyboard Shortcuts:

- Ctrl + A: Select all items on a webpage use
- Ctrl + B: Open Organize Favorites dialog box
- Ctrl + C: Copy a selected item to the clipboard
- Ctrl + V: Paste an item from the clipboard into a document
- Ctrl + D: Add the current page/document to your favorites
- Ctrl + E: Open the IE search utility
- Ctrl + F: Open the FIND box to search the current document
- Ctrl + H: Open the History utility
- Ctrl + I: Open the Favorites utility
- Ctrl + L or Ctrl + O: Open a new web page
- Ctrl + N: Open a new Explorer window
- Ctrl + P: Print the current page/document
- Ctrl + R or F5: Refresh the current page/document
- Ctrl + S: Save the current document/page
- Ctrl + W: Close the current Explorer window
- ALT and HOME: go to your default homepage
- ALT and the right arrow: Go forward one page (equivalent to the FORWARD button)
- ALT and the left arrow: Go back one page (equivalent to the BACK button)

