

Keyboard Shortcuts

ALT+TAB	(Switch between the open items)
ALT+Underlined letter in a menu name	(Display the corresponding menu)
CRTL+A	Select All
CRTL+B	(BOLD)
CTRL+C	(Copy)
CRTL+E	Center Align
CRTL+F	Find
CRTL+I	Italic
CRTL+L	Left Align
CRTL+M	Indent
CRTL+SHIFT+M	Decrease Indent
CRTL+O	Open a Document
CRTL+P	Print
CRTL+R	Right Align
CRTL+S	Save
CRTL+U	Underline
CTRL+V	(Paste)
CTRL+W	Close a Document
CTRL+X	(Cut)
CTRL+Y	Redo
CTRL+Z	(Undo)
CTRL+DOWN ARROW	(Move the insertion point to the beginning of the next paragraph)
CTRL+ESC	(Display the Start menu)
CTRL+LEFT ARROW	(Move the insertion point to the beginning of the previous word)
CTRL+RIGHT ARROW	(Move the insertion point to the beginning of the next word)
CTRL+SHIFT with any of the arrow keys	(Highlight a block of text)
CTRL+SHIFT+A	(All Capitals)
CTRL+SHIFT+ESC	(Open Task Manager)

CTRL+UP ARROW

(Move the insertion point to the beginning of the previous paragraph)

CTRL+END

Move to the end of the Document

END

Move to the end of the line

DELETE

(Delete)

ESC

(Cancel the current task)

F5 key

(will start a PowerPoint presentation in PowerPoint)

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)

SHIFT+DELETE

(Delete the selected item permanently without placing the item in the Recycle Bin)

SHIFT+F3

Change Case

ALT

In Word 2007 will Reveal Short cut letters

Click on first item hold SHIFT KEY click on last item

Selects all items between clicks

Click on first item hold CTRL KEY click on as many individual items

Selects each individual item clicked on all together

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)

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)

Microsoft Internet Explorer Navigation

CTRL+B	(Open the Organize Favorites dialog box)
CTRL+E	(Open the Search bar)
CTRL+F	(Start the Find utility)
CTRL+H	(Open the History bar)
CTRL+I	(Open the Favorites bar)
CTRL+L	(Open the Open dialog box)
CTRL+N	(Start another instance of the browser with the same Web address)
CTRL+O	(Open the Open dialog box, the same as CTRL+L)
CTRL+P	(Open the Print dialog box)
CTRL+R	(Update the current Web page)
CTRL+W	(Close the current window)

Microsoft Office 2007

ALT	Show shortcut key strokes
ALT+H	Open the Home tab
ALT+W	Open the View tab
ALT+N	Open the Insert tab
ALT+P	Open the Page Layout tab
ALT+S	Open the References tab
ALT+R	Open the Review tab
F1	Open the Help menu