# VINAY COMPUTER INSTITUTE

## KOTRA BAHADURGANJ MOD (BABA JAMADAR GATE KE BAGAL)VAJIDPUR PRATAPGARH

### BASIC SHORTCUT KEYS

| | |
|---|---|
| Alt + F | File menu options in current program |
| Alt + E | Edit options in current program |
| F1 | Universal help (for all programs) |
| Ctrl + A | Select all text |
| Ctrl + X | Cut selected item |
| Shift + Del | Cut selected item |
| Ctrl + C | Copy selected item |
| Ctrl + Ins | Copy selected item |
| Ctrl + V | Paste |
| Shift + Ins | Paste |
| Home | Go to beginning of current line |
| Ctrl + Home | Go to beginning of document |
| End | Go to end of current line |
| Ctrl + End | Go to end of document |
| Shift + Home | Highlight from current position to beginning of line |
| Shift + End | Highlight from current position to end of line |
| Ctrl + ← | Move one word to the left at a time |
| Ctrl + → | Move one word to the right at a time |

### MICROSOFT® WINDOWS® SHORTCUT KEYS

| | |
|---|---|
| Alt + Tab | Switch between open applications |
| Alt + Shift + Tab | Switch backwards between open applications |
| Alt + Print Screen | Create screen shot for current program |
| Ctrl + Alt + Del | Reboot/Windows® task manager |
| Ctrl + Esc | Bring up start menu |
| Alt + Esc | Switch between applications on taskbar |
| F2 | Rename selected icon |
| F3 | Start find from desktop |
| F4 | Open the drive selection when browsing |
| F5 | Refresh contents |
| Alt + F4 | Close current open program |
| Ctrl + F4 | Close window in program |
| Ctrl + Plus Key | Automatically adjust widths of all columns in Windows Explorer |
| Alt + Enter | Open properties window of selected icon or program |
| Shift + F10 | Simulate right-click on selected item |
| Shift + Del | Delete programs/files permanently |
| Holding Shift During Bootup | Boot safe mode or bypass system files |
| Holding Shift During Bootup | When putting in an audio CD, will prevent CD Player from playing |

### WINKEY SHORTCUTS

| | |
|---|---|
| WINKEY + D | Bring desktop to the top of other windows |
| WINKEY + M | Minimize all windows |
| WINKEY + SHIFT + M | Undo the minimize done by WINKEY + M and WINKEY + D |
| WINKEY + E | Open Microsoft Explorer |
| WINKEY + Tab | Cycle through open programs on taskbar |
| WINKEY + F | Display the Windows® Search/Find feature |
| WINKEY + CTRL + F | Display the search for computers window |
| WINKEY + F1 | Display the Microsoft® Windows® help |
| WINKEY + R | Open the run window |
| WINKEY + Pause /Break | Open the system properties window |
| WINKEY + U | Open utility manager |
| WINKEY + L | Lock the computer (Windows XP® & later) |

### WORD® SHORTCUT KEYS

| | |
|---|---|
| Ctrl + A | Select all contents of the page |
| Ctrl + B | Bold highlighted selection |
| Ctrl + C | Copy selected text |
| Ctrl + X | Cut selected text |
| Ctrl + N | Open new/blank document |
| Ctrl + O | Open options |
| Ctrl + P | Open the print window |
| Ctrl + F | Open find box |
| Ctrl + I | Italicize highlighted selection |
| Ctrl + K | Insert link |
| Ctrl + U | Underline highlighted selection |
| Ctrl + V | Paste |
| Ctrl + Y | Redo the last action performed |
| Ctrl + Z | Undo last action |
| Ctrl + G | Find and replace options |
| Ctrl + H | Find and replace options |
| Ctrl + J | Justify paragraph alignment |
| Ctrl + L | Align selected text or line to the left |
| Ctrl + Q | Align selected paragraph to the left |
| Ctrl + E | Align selected text or line to the center |
| Ctrl + R | Align selected text or line to the right |
| Ctrl + M | Indent the paragraph |
| Ctrl + T | Hanging indent |
| Ctrl + D | Font options |
| Ctrl + Shift + F | Change the font |
| Ctrl + Shift + > | Increase selected font +1 |
| Ctrl + ] | Increase selected font +1 |
| Ctrl + Shift + < | Decrease selected font -1 |
| Ctrl + [ | Decrease selected font -1 |
| Ctrl + Shift + * | View or hide non printing characters |
| Ctrl + ← | Move one word to the left |
| Ctrl + → | Move one word to the right |
| Ctrl + ↑ | Move to beginning of the line or paragraph |
| Ctrl + ↓ | Move to the end of the paragraph |
| Ctrl + Del | Delete word to right of cursor |
| Ctrl + Backspace | Delete word to left of cursor |
| Ctrl + End | Move cursor to end of document |
| Ctrl + Home | Move cursor to beginning of document |
| Ctrl + Space | Reset highlighted text to default font |
| Ctrl + 1 | Single-space lines |
| Ctrl + 2 | Double-space lines |
| Ctrl + 5 | 1.5-line spacing |
| Ctrl + Alt + 1 | Change text to heading 1 |
| Ctrl + Alt + 2 | Change text to heading 2 |
| Ctrl + Alt + 3 | Change text to heading 3 |
| F1 | Open help |
| Shift + F3 | Change case of selected text |
| Shift + Insert | Paste |
| F4 | Repeat last action performed (Word 2000+) |
| F7 | Spell check selected text and/or document |
| Shift + F7 | Activate the thesaurus |
| F12 | Save as |
| Ctrl + S | Save |
| Shift + F12 | Save |
| Alt + Shift + D | Insert the current date |
| Alt + Shift + T | Insert the current time |
| Ctrl + W | Close document |

### EXCEL® SHORTCUT KEYS

| | |
|---|---|
| F2 | Edit the selected cell |
| F5 | Go to a specific cell |
| F7 | Spell check selected text and/or document |
| F11 | Create chart |
| Ctrl + Shift + ; | Enter the current time |
| Ctrl + ; | Enter the current date |
| Alt + Shift + F1 | Insert new worksheet |
| Shift + F3 | Open the Excel® formula window |
| Shift + F5 | Bring up search box |
| Ctrl + A | Select all contents of worksheet |
| Ctrl + B | Bold highlighted selection |
| Ctrl + I | Italicize highlighted selection |
| Ctrl + C | Copy selected text |
| Ctrl + V | Paste |
| Ctrl + D | Fill |
| Ctrl + K | Insert link |
| Ctrl + F | Open find and replace options |
| Ctrl + G | Open go-to options |
| Ctrl + H | Open find and replace options |
| Ctrl + U | Underline highlighted selection |
| Ctrl + Y | Underline selected text |
| Ctrl + 5 | Strikethrough highlighted selection |
| Ctrl + O | Open options |
| Ctrl + N | Open new document |
| Ctrl + P | Open print dialog box |
| Ctrl + S | Save |
| Ctrl + Z | Undo last action |
| Ctrl + F9 | Minimize current window |
| Ctrl + F10 | Maximize currently selected window |
| Ctrl + F6 | Switch between open workbooks/windows |
| Ctrl + Page up & Page Down | Move between Excel® worksheets in the same document |
| Ctrl + Tab | Move between two or more open Excel® files |
| Alt + = | Create formula to sum all of above cells |
| Ctrl + ' | Insert value of above cell into current cell |
| Ctrl + Shift + ! | Format number in comma format |
| Ctrl + Shift + $ | Format number in currency format |
| Ctrl + Shift + # | Format number in date format |
| Ctrl + Shift + % | Format number in percentage format |
| Ctrl + Shift + ^ | Format number in scientific format |
| Ctrl + Shift + @ | Format number in time format |
| Ctrl + → | Move to next section of text |
| Ctrl + Space | Select entire column |
| Shift + Space | Select entire row |
| Ctrl + W | Close document |

### OUTLOOK® SHORTCUT KEYS

| | |
|---|---|
| Alt + S | Send the email |
| Ctrl + C | Copy selected text |
| Ctrl + X | Cut selected text |
| Ctrl + P | Open print dialog box |
| Ctrl + K | Complete name/email typed in address bar |
| Ctrl + B | Bold highlighted selection |
| Ctrl + I | Italicize highlighted selection |
| Ctrl + U | Underline highlighted selection |
| Ctrl + R | Reply to an email |
| Ctrl + F | Forward an email |
| Ctrl + N | Create a new email |
| Ctrl + Shift + A | Create a new appointment to your calendar |
| Ctrl + Shift + O | Open the outbox |
| Ctrl + Shift + I | Open the inbox |
| Ctrl + Shift + K | Add a new task |
| Ctrl + Shift + C | Create a new contact |
| Ctrl + Shift+ J | Create a new journal entry |