Keyboard Shortcuts: Avoid the Mouse!
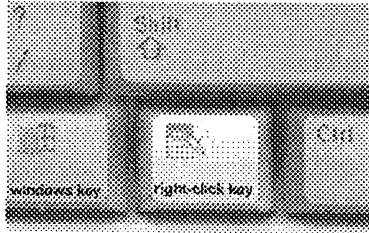
> "<>" = use two hands to type keys at same time

Common Tasks

Start Menu Windows Key	Minimize <Alt>Spacebar N	Activate Window <Alt>Tab	Restore <Alt>Spacebar R	Maximize <Alt>Spacebar X	Toggle Programs <Alt>Tab
Open Menu <Alt>Under-lined Letter	Choose Option <Alt>Under-lined Letter	Close Menu/command Escape	Exit Program <Alt>F4	Close Document <Ctrl>F4	Close Tab <Ctrl>F4
Go to Desktop <Windows> D	My Computer <Windows> E	Find <Windows> F	Minimize All Windows <Windows> M	Lock Computer <Windows> L	Shut Down Windows U
Move to Next Field Tab	Move between tabs <Ctrl>Tab	Move to Previous Field <Shift>Tab	Print <Ctrl>P Rt Click key	Save Ctrl+S Save As F12	Undo <Ctrl>Z

Selecting Text

Select All Text <Ctrl>A	Select Character(s) <Shift>Arrows	Select Word <Ctrl>Shift + Arrow	Select Lines of Text <Shift> Down Arrow
Select paragraph <Ctrl>Shift + Down Arrow	Select line to right <Shift>End	Select line to left <Shift>Home	Select document to beginning <Ctrl>Shift + Home

Editing Text

Center text <Ctrl>E	Justify <Ctrl>J	Underline <Ctrl>U	Bold <Ctrl>B	Italicize <Ctrl>I	Cut <Ctrl>X	Copy <Ctrl>C	Paste <Ctrl>V

Right Click Key Functions

Spell Check Word Rt Click	Rename Rt Click M	New Rt Click N	Send Rt Click N twice	Cut Rt Click T	Copy Rt Click C	- Paste Rt Click P	Properties Rt Click R

Navigation (i.e., moving the cursor)

Go to beginning/end of line Home/End	Go to beginning/end of document <Ctrl>Home/End	Forward/down level <Alt> Right arrow	Back/up level <Alt> Left arrow

Internet Functions

Go to address in Netscape/Firefox Ctrl + L	Go to address bar in IE F4	Insert check mark Spacebar	Next Page <Alt> Right arrow	Previous Page <Alt> Left arrow

Universal Email Commands

Attach open document to message <Alt>F D enter	Attach closed document to message Rt Click key on document, N twice to highlight *send*, Rt arrow to open menu, M for mail recipient, enter	File message Rt click key, M, arrow to move to folder

Netscape Mail

Open mail from browser <Ctrl>2	Open browser from mail <Ctrl>1	Address Book <Ctrl>5	New Message <Ctrl>M	Get Messages <Ctrl>T	Send Message <Ctrl>Enter
Reply <Ctrl>R	Reply All <Ctrl> Shift R	Forward Message <Ctrl>L	Open Attachment <Alt>F A	Close Message <Alt>F4	Empty Trash <Alt>F Y

Outlook Mail

Open Mail <Ctrl>1	Open Calendar <Ctrl>2	Open Contacts <Ctrl>3	Address Book <Ctrl>Shift B	New Message <Ctrl>M	Send Message <Alt>S
Reply <Alt>R	Reply All <Alt>L	Forward Message <Alt>F	Close Message Escape	Empty Trash <Alt>T, Y	Mark Message Rt Click key,K

Word Functions

Increase font <Ctrl>]	Decrease font <Ctrl> [	Change Font <Ctrl>D	Change Case <Shift>F3	Delete word to right <Ctrl>Delete	Delete word to left <Ctrl>Backspace
Spell Check Document F7	Single Space <Ctrl>1	Double Space <Ctrl>2	Subscript <Ctrl> +	Insert Page Break Ctrl + Enter	Page Setup <Alt>F, U

Excel Functions

| Insert Cursor in Cell F2	Select Column Ctrl + Spacebar	Select Row Shift +Spacebar	Go from Sheet to Sheet Ctrl + Page Up/Down
Wrap Text in Cell <Ctrl>1, <Ctrl>Tab, <Alt>W	Select Text in Cell by letter <shift>arrow	Select All Text in Cell to left <shift>home	Select All Text in Cell to right <shift>end

UNHIDING THE UNDERLINED LETTERS

1. activate desktop with windows key + D
2. right click (with right click key) on desktop
3. type "r" to activate properties
4. ctrl + tab to the "appearance tab"
5. alt + E to activate "effects"
6. alt + H to unhide underlined letter
7. "enter" twice to apply change

CREATING A SHORTCUT ON THE START MENU

Putting frequently used programs and folders on your Start Menu makes it very fast and easy to launch programs/open the folders without ever touching your mouse or trackball. The Start Menu pops up when you type the Windows key on your keyboard. After you have put something on the Start Menu, all you have to do to open it is to type the Windows key and the first letter of the application/folder in the menu. Voila!

There are two types of PC Start Menus: the "classic" and the XP icon menu. (Note: View them by going to "settings" or "control panel" then "taskbar" then "start menu" from your Start Menu). You can add to either of the menus by dragging the program from "Programs" or the task bar, "pinning" it by highlighting the item and typing the right
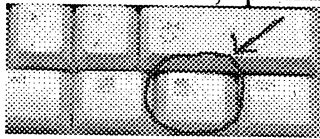
click key, , or by following the directions below. You can also change the name of something on the Start Menu with either the right click or F2 key.

To program frequently used applications on the start menu: Type
(note: "+" indicates both keys need to be typed at once with two hands)

1. *Windows key*
2. *S* (for Settings)
3. *T* (for Taskbar and Start Menu)
4. *Ctrl + Tab* (to move to "Advanced" or "Start Menu Program" tab).
5. *Alt + C* (to "Customize")
6. *Enter* (to activate "Add")
7. *Tab* then *Enter* (to "Browse")

Now, locate the application you want to add by opening "My Computer" with the right arrow key, opening the drive where your programs are stored (either C or D), then opening "Program Files". Now locate the .exe file (e.g. excel.exe under "Microsoft Office").

8. *Enter* to activate "OK"
9. *Enter* to activate "next"
10. *Up Arrow* to highlight Start Menu in "Select Program Folder."
11. **Name for shortcut** (e.g. Word, Excel, Outlook, Powerpoint, Netscape, Internet Explorer, My Documents) in "Select Title for the Program."
12. *Enter* to finish.
13. *Esc* to get rid of menu bar.

For step by step instructions, please continue reading! If you do not use any of the programs listed below, you can add your favorite programs by following steps #1 – 9, then locate your program of choice, and continue with step #11.

Task	Windows XP classic	Windows 2000	Windows 95
1. Open start menu	Windows key	Windows key	Windows key
2. Open control panel	S (for settings)	S (for settings)	S (for settings)
3. Open task bar	T	T	T
4. Go to Start Menu or Advanced tab	Ctrl + Tab. Alt + C to customize	Ctrl + Tab	Ctrl + Tab
5. Activate "Add"	Enter	Enter or Alt + D	Enter or Alt + A
6. Activate "Browse"	Tab, then Enter	Tab, then Enter	Tab, then Enter
7. Open "My Computer"	Right arrow key	Down arrow to My Computer, then Right arrow key	Shift + Tab to move cursor up
8. Open C or D drive	Down to C or D, then Right (RT) arrow	Down to C or D, then Right (RT) arrow	Alt + I to open "Look In" to change drive
9. Open "Program Files"	P (until "Program" is highlighted), RT arrow	P (until "Program" is highlighted), RT arrow	P (until "Program" is highlighted), Enter key
10. Find the program or folder. For example 1) Internet Explorer (IE) or Netscape 2) Microsoft Office (MO) applications	TYPE: 1) DOWN arrow to IE or Netscape. RT arrow to open. DOWN arrow to IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. RT arrow to open MO. O for Office11. RT arrow to open. DOWN arrow to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.	TYPE: 1) DOWN arrow to IE or Netscape RT arrow to open. DOWN arrow to IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. RT arrow to open MO. O for Office. RT arrow to open. DOWN arrow to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.	TYPE: 1) I (until IE or netscape is highlighted). Enter to open. I until reach IE.exe or netscape.exe. Go to Step #11. 2) M until MO is highlighted. Enter to open MO. E, W, P or O to excel.exe, winword.exe, powerpoint.exe or outlook.exe. Go to Step #11.
11. Add program to start menu (SM)	Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish	Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish	Enter to finish browse Enter to create shortcut UP arrow to SM. Enter or type name of shortcut Enter to finish
12. Add My Documents (MD) folder to start menu (SM)	Complete steps #5 & 6 UP arrow to MD Enter to finish Browse Enter to create shortcut UP arrow to SM Enter to finish	Complete steps #5 & 6 UP arrow to MD Enter to finish Browse Enter to create shortcut UP arrow to SM Enter to finish	
13. Add folders stored on network to start menu (SM)	Complete steps #5 – 7 DOWN arrow to drive where folder is stored RT arrow to open DOWN arrow to folder Enter to finish Browse Enter to create shortcut UP arrow to select SM Enter or type name of shortcut Enter to finish		

Now, test the shortcut: Type the *Windows* Key, then the first letter of shortcut name, then *Enter*.