

Keyboard shortcuts

Learning and using keyboard shortcuts decreases repetitive use of the mouse.

Windows Commands	More Tasks	Edit		Navigate Mail
Cancel Command/Close Menu Esc	Insert Cursor in Excel Cell F2	Add Page Break Ctrl+Enter	Bold Ctrl+B	Go to Beginning Ctrl+Home
Close Document Ctrl+W Ctrl+F4	New Ctrl+N	Center Ctrl+E	Change Case Shift+F3	Go to End of Document Ctrl+End
Exit Active Program Alt+F4	Print Ctrl+P	Cut Ctrl+X	Change Font Ctrl+D	Go to Next Excel Sheet Ctrl+ PageDown
Explore Windows Key+E	Print Preview Ctrl+F2	Dbf Space Ctrl+2	Copy Ctrl+C	Go to Next Tab Ctrl+Tab
Find Windows Key+F Ctrl+F	Save/Save As Ctrl+S/ Ctrl+F12	Delete Word to Right Ctrl+Delete	Delete Word to Left Ctrl+ Backspace	Go to Previous Box/Field Shift+Tab
Go to Desktop/Hide Desktop Windows Key+D	Select All Ctrl+A	Help F1	Decrease Font Ctrl+(Go to Previous Web Page Alt+Arrow
Maximize Alt+Spacebar +X	Select Character/Cells Shift+Arrow	Left Align Ctrl+L	Increase Font Ctrl+)	Move by Word/Line Ctrl+Arrows
Minimize Alt+Spacebar +N Windows Key +M	Select Excel Column Ctrl+ Spacebar	Right Align Ctrl+R	Italic Ctrl+I	Close Message Alt+F4
Select Menu/Option Alt+Underscore Key	Select Excel Row Shift+ Spacebar	Shortcut Menu Shift+F10	Justify Ctrl+J	Get Message Ctrl+T
Shutdown Windows Key+U	Select Word Ctrl+Shift+ arrow	Single Space Ctrl+1	Paste Ctrl+V	New Message Ctrl+M
Start Menu Windows Key Ctrl+Esc	Select to Start of Line Shift+Home	Spell Check F7	Underline Ctrl+U	Reply to Message Ctrl+R
Toggle between Active Windows Alt+Tab	Send Open Page Alt+F D	Subscript+'+' Ctrl+=	Undo Ctrl+Z	Send Message Ctrl+Enter

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Macintosh Command Name	Command
All Caps	Command+Shift+A
Apply List Bullet	Command+Shift+L
Auto Format	Command+Option+K
Auto Text	Command+Option+V
Bold	Command+B
Center Para	Command+E
Change Case	Command+Option+C
Copy	Command+C
Delete Back Word	Command+Delete / Option+Delete
Doc Minimize	Command+M
End of Column	Control+PageDown
End of Row	Control+End
Find	Command+F
Font	Command+D
Footnote Now	Command+Option+F
Go Back	Command+Option+Z
Grow Font One Point	Command+)
Hyperlink	Command+K
Indent	Control+Shift+M
Insert Row	Command+Control+V
Italic	Command+I
Justify Para	Command+J
Left Para	Command+L
New	Command+Shift+P
Normal	Command+Option+N
Normal Style	Command+Shift+N
Open	Command+O
Page	Command+Option+P
Page Field	Control+Shift+P
Para Down	Command+DownArrow

Para Up	Command+UpArrow
Paragraph	Command+Option+M
Paste	Command+V
Paste from Scrapbook	Command+Shift+
Prev Cell	Shift+Tab
Print	Command+P
Quit Application	Command+Q
Redo or Repeat (edit)	Command+Y / Option+Return
Repeat Find	Command+Option+Y
Replace	Command+Shift+H
Right Para	Command+R
Save	Command+S
Select All	Command+A
Shrink Font	Command+Shift+,
Shrink Font One Point	Command+(
Small Caps	Command+Shift+K
Start of Column	Option+Shift+PageUp
Start of Column	Control+PageUp
Start of Doc Extend	Command+Shift+Home
Start of Document	Command+Home
Start of Document	Option+Home
Start of Line	Command+LeftArrow
Start of Line	Control+UpArrow
Start of Line Extend	Shift+Home
Start of Line Extend	Command+Shift+LeftArrow
Thesaurus	Command+Option+R
Underline	Command+U
Undo	Command+Z
Word Left	Option+LeftArrow

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