



The IT Buddy Shop
Books - Software
Computer

Top 100
TEACHER
Sites

[Tutorial Index](#) [home](#) [forum](#) [contact](#)

 Search IT Buddy

SITES FOR TEACHERS

Shortcut Keys Tutorial for Windows and MS Office Programs and Screenshot Tutorial - Office 2007 and before.

Registry Cleaners Exposed
Don't Download Any Registry
Cleaner Until You See This
Shocking Review!
[RegistryCleanerHelp.org](#)

Is Your PC Too Slow?
Free Scan Can Dramatically Speed
Up Your Slow PC. Make It Run Like
New!
[Ascentive.com/Windows/SpeedSca](#)

Word Tutorial
Learn Word visually with this
comprehensive learning tutorial.
[www.teachucomp.com](#)

Excel - Mail&Email Merge
Learn how to integrate with MS
Word for Mail & Email Merges plus
more!
[www.objectiveit.com](#)

V V

Ads by Google

Windows and MS Office Program Shortcut Keys and how to show them as ScreenTips (reminders) in a Programs Menus.

Description

Shortcut Keys

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every Windows program.
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	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to end of line.
Shift + End	Highlights from current position to beginning of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right + arrow	Moves one word to the right at a time.

Shortcut Keys given in Windows Program Menus (Word - Excel etc)

Office 2003 and before.

The Shortcut Keys (Screen Tips) for a certain operation/command (if there is one) can be seen to the right of the operation/command in its menu bar drop down box on the top toolbars - as shown right below.

The Shortcut Keys will also be shown in the Screen Tips Window that opens when the mouse hovers over a toolbar icon if the icon represents an action with designated shortcut Keys.

Show or hide shortcut keys in ScreenTips

1. On the Tools menu, click Customize.
 2. Click the Options tab.
 3. Under Other, select or clear the Show ScreenTips on toolbars and Show shortcut keys in ScreenTips check boxes.
- Close the Window.
Changing this setting affects all of your Microsoft Office programs.

Notes:

Microsoft Office Excel 2003 only uses the Show ScreenTips on toolbars check box.

Amazon.co.uk

FIFA 08
Electronic Arts
New £24.96
Best £22.50

Far Cry 2
Ubisoft
New £20.48
Best £17.40

Dr Kawashima's Brain Training
Nintendo
New £14.99
Best £9.90

Need For Speed
Electronic Arts
New £24.96
Best £19.27

Nintendo DS Lite Handheld Console
Nintendo
New £99.99
Best £99.99

Privacy Information

Amazon.co.uk



The Big Book of "Top Gear" 2009
Richard Porter
New £6.49
Best £3.80

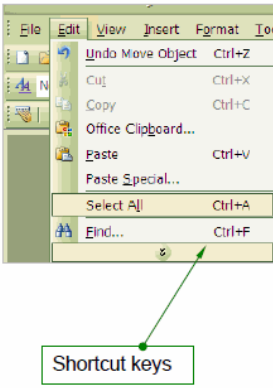
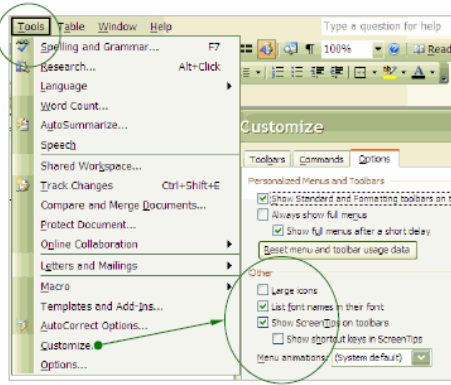
Outliers
Malcolm Gladwell
New £10.19
Best £8.69

The Gift
Cecelia Ahern
New £6.45
Best £3.89

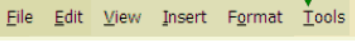
Breaking Dawn
Stephanie Meyer
New £6.49
Best £6.49

101 One-pot Dishes
B.B.C. "Good Food ..."
New £2.00
Best £1.18

Privacy Information



NOTE – If the menu heading has an underlined letter you can open the menu by using shortcut keys ALT + "underlined letter".

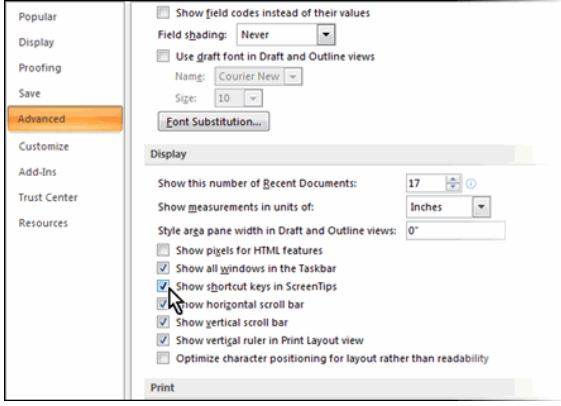
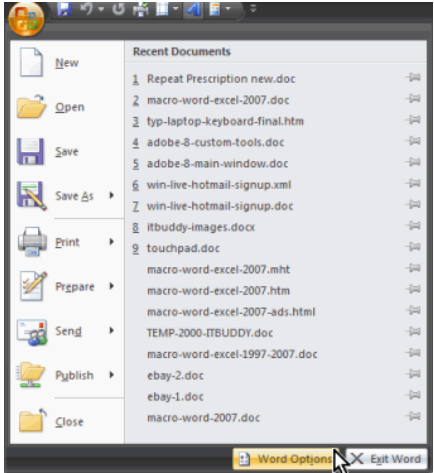


<p>Microsoft® Project 2007 Easy & Speedy Project Management. Try 60 Day Free Trial Now! EasierWithProject.com</p>	<p>Excel Short Courses From Home Learning College Find Out More Now! www.homelearningcollege.com</p>	<p>MS Office™ 2003 Repair Fix Office™ 2003 Problems Instantly 100% Free Office Repair Download! www.PCTuneUpTips.com</p>	<p>Convert PDF to Word Easily convert PDF to Word or any other document format. Free to try! pdftodocconverterpro.com</p>
---	--	---	--

V V Ads by Google

To Show Screen Tips In Office 2007

Click the Office Button - then Options (Word 2007 is shown here).
Open the Advanced Tab, then under Display check the Show shortcut keys in ScreenTips box.
Click OK.



Microsoft Office Skills Try a Free Training demo today Office training basic to expert. e-careers.co.uk/Microsoft-Office	Excel Expert Affordable Excel Expert Consulting Macros Formulas Systems Reports www.excelexpert.com	Help With Screenshots? Get Answers To Any Computer Related Question From Our Experts. Try Now! www.JustAnswer.com	Samsung Printer Solutions Laser Printers with Whisper-Quiet Technology. Visit Samsung Today. samsung.com/printers
--	--	--	---

V V Ads by Google



copyright © 2008 itbuddy.org All rights reserve
[advertise](#) | [submit content](#) | [terms of use](#) | [contact](#)