

Shortcut Keys in Internet Explorer and Microsoft Programs - Tutorial



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1. Internet Explorer
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Internet Explorer shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Internet Explorer.

Shortcut Keys	Action
Alt + Left Arrow	Back a page.
Backspace	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page, frame, or tab.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + (- or +)	Increase or decrease the font size, pressing '-' will decrease and '+' will increase.
Ctrl + D	Add a Favorite for the page currently opened.
Ctrl + I	Display available bookmarks.
Ctrl + N	Open New browser window.
Ctrl + P	Print current page / frame.
Ctrl + T	Opens a new tab.
Ctrl + F4	Closes the currently selected tab.
Ctrl + Tab	Moves through each of the open tabs.
Spacebar	Moves down a page at a time.
Shift + Spacebar	Moves up a page at a time.
Alt + Down arrow	Display all previous text entered in a text box and/or available options on drop down menu

Microsoft Word shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Word.

Shortcut Keys	Description
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + I	Italic 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 + L	Aligns the line or selected text to the left of the screen.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.

Microsoft Word shortcut keys continued

Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Ctrl + F1	Open the Task Pane.
F1	Open Help.
Alt + Ctrl + F2	Open new document.
Ctrl + F2	Display the print preview.
Shift + F3	Change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
F7	Spell and grammar check selected text and/or document.
Shift + F7	Runs a Thesaurus check on the word highlighted.
F12	Save as.
Shift + F12	Save.

Microsoft Word shortcut keys continued

Ctrl + Shift + F12	Prints the document.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.

Below are given shortcut actions performed with the mouse

Mouse shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop.
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.

Microsoft Excel shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Excel.

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Goto a specific cell. For example, C6.
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 the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + P	Bring up the print dialog box to begin printing.
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	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.

Microsoft Excel shortcut keys continued

Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
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 + Arrow key	Move to next section of text.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.

Microsoft Outlook shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Outlook.

Shortcut Keys	Description
Alt + S	Send the e-mail
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Paste selected text.
Ctrl + K	Complete the name and/or e-mail being typed in the e-mail address bar.
Ctrl + B	Bold highlighted selection
Ctrl + I	Italic highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an e-mail.
Ctrl + F	Forward an e-mail.
Ctrl + N	Create a new e-mail.
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.

