

GENERAL KEYBOARD SHORTCUTS FOR MICROSOFT WINDOWS

Keyboard shortcuts are really helpful as they reduce the usage of the mouse and can increase productivity.

Top 5 keyboard shortcuts

Task	Shortcut
Toggling between applications	Alt + Tab
New e-mail	Ctrl + N
Move cursor between e-mail headings	Tab
Send e-mail	Ctrl + enter
Repeat your last action in excel/word/PP	Ctrl + Y

General shortcuts

Task	Shortcut
Get help	F1
Create a new item	Ctrl + N
Open existing item	Ctrl + O
Save item	Ctrl + S
Print item	Ctrl + P
Close item	Ctrl + W
Close the active window	Alt + F4
Check pull down menus	Alt + underscored letter

Navigation techniques

Task	Shortcut
Select the entire item	Ctrl + A
Go to the top of the item	Ctrl + Home
Go to the end of the item	Ctrl + End
Go to the beginning of a line	Home
Go to the end of a line	End

Formatting

Task	Shortcut
Apply/remove bold	Ctrl + B
Apply/remove underline	Ctrl + U
Apply/remove italics	Ctrl + I

Editing

Task	Shortcut
Copy text/graphics	Ctrl + C
Cut text/graphics	Ctrl + X
Paste text/graphics	Ctrl + V
Undo last action	Ctrl + Z
Check spelling	F7