**Basic PC shortcut keys**

The below basic shortcut keys are a listing of shortcut keys that will work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of the below shortcut keys or try to memorize the below keys. Doing so will dramatically increase your productivity.

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| **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 + F | Open find window for current document or window. |
| Ctrl + X | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected item. |
| Shift + Del | Cut selected item. |
| Ctrl + C | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected item. |
| Ctrl + Ins | Copy selected item |
| Ctrl + V | [Paste](http://www.computerhope.com/jargon/p/paste.htm) |
| Shift + Ins | Paste |
| Ctrl + P | Print the current page or document. |
| 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 beginning of line. |
| Shift + End | Highlights from current position to end 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. |

**Major Shortcut Keys**

Below is a listing of all the major [shortcut keys](http://www.computerhope.com/jargon/s/shortkey.htm) in [Microsoft Word](http://www.computerhope.com/software/msword.htm). See the [computer shortcut page](http://www.computerhope.com/shortcut.htm) if you are looking for other shortcut keys used in other programs.

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| **Shortcut** | **Description** |
| Ctrl + 0 | Adds or removes 6pts of spacing before a paragraph. |
| Ctrl + A | Select all contents of the page. |
| Ctrl + B | [Bold](http://www.computerhope.com/jargon/b/bold.htm) highlighted selection. |
| Ctrl + C | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected text. |
| Ctrl + D | Open the [font](http://www.computerhope.com/jargon/f/font.htm) preferences window. |
| Ctrl + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + F | Open find box. |
| Ctrl + I | [Italic](http://www.computerhope.com/jargon/i/italic.htm) highlighted selection. |
| Ctrl + J | Aligns the selected text or line to justify the screen. |
| Ctrl + K | Insert link. |
| Ctrl + L | Aligns the line or selected text to the left of the screen. |
| Ctrl + M | Indent the paragraph. |
| Ctrl + P | Open the print window. |
| Ctrl + R | Aligns the line or selected text to the right of the screen. |
| Ctrl + T | Create a hanging indent. |
| Ctrl + U | Underline highlighted selection. |
| Ctrl + V | [Paste](http://www.computerhope.com/jargon/p/paste.htm). |
| Ctrl + X | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected text. |
| Ctrl + Y | Redo the last action performed. |
| Ctrl + Z | Undo last action. |
| Ctrl + Shift + L | Quickly create a [bullet point](http://www.computerhope.com/jargon/b/bullet.htm). |
| 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 + / + c | Insert a cent sign (¢). |
| Ctrl + ' + <char> | Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl + ' + e** as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the [tilde key](http://www.computerhope.com/jargon/t/tilde.htm). |
| Ctrl + Shift + \* | View or hide non printing characters. |
| Ctrl + <left arrow> | Moves one word to the left. |
| 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. |
| Alt + Ctrl + F2 | Open new document. |
| Ctrl + F1 | Open the [Task Pane](http://www.computerhope.com/jargon/t/taskpane.htm). |
| Ctrl + F2 | Display the [print preview](http://www.computerhope.com/jargon/p/prinprev.htm). |
| Ctrl + Shift + > | Increases the highlighted text size by one. |
| Ctrl + Shift + < | Decreases the highlighted text size by one. |
| Ctrl + Shift + F6 | Opens to another open Microsoft Word document. |
| Ctrl + Shift + F12 | Prints the document. |
| F1 | Open Help. |
| F4 | Repeat the last action performed (Word 2000+) |
| F5 | Open the find, replace, and go to window in Microsoft Word. |
| F7 | Spellcheck and grammar check selected text or document. |
| F12 | Save as. |
| Shift + F3 | Change the text in Microsoft Word from [uppercase](http://www.computerhope.com/jargon/u/uppercas.htm) to [lowercase](http://www.computerhope.com/jargon/l/lowercas.htm) or a capital letter at the beginning of every word. |
| Shift + F7 | Runs a Thesaurus check on the word highlighted. |
| Shift + F12 | Save. |
| Shift + Enter | Create a [soft break](http://www.computerhope.com/jargon/s/softretu.htm) instead of a new paragraph. |
| Shift + Insert | Paste. |
| Shift + Alt + D | Insert the current date. |
| Shift + Alt + T | Insert the current time. |

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

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| **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](http://www.computerhope.com/jargon/t/tabstop.htm). |
| Triple-click | Selects the line or paragraph of the text the mouse triple-clicked. |
| Ctrl + Mouse wheel | Zooms in and out of document. |