

# Computer Shortcuts

## & Special Characters

## BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
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	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

## WORD® SHORTCUT KEYS

Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize 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 + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl + ]	Increase selected font +1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing

## WINKEY SHORTCUTS

WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

## EXCEL® SHORTCUT KEYS

F2	Edit the selected cell
F5	Go to a specific cell
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 worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
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 & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
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 + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

## OUTLOOK® SHORTCUT KEYS

Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
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

## SPECIAL CHARACTERS

a	b	c	d	e	f	g	h	i	j	k	l	m	n	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	
o	p	q	r	s	t	u	v	w	x	y	z	A	B	
O	P	Q	R	S	T	U	V	W	X	Y	Z	Shift+A	Shift+B	
C	D	E	F	G	H	I	J	K	L	M	N	O	P	
Shift+C	Shift+D	Shift+E	Shift+F	Shift+G	Shift+H	Shift+I	Shift+J	Shift+K	Shift+L	Shift+M	Shift+N	Shift+O	Shift+P	
Q	R	S	T	U	V	W	X	Y	Z	1	2	3	4	
Shift+Q	Shift+R	Shift+S	Shift+T	Shift+U	Shift+V	Shift+W	Shift+X	Shift+Y	Shift+Z	1	2	3	4	
5	6	7	8	9	0	!	@	#	\$	%	^	&	*	
5	6	7	8	9	0	Shift+1	Shift+2	Shift+3	Shift+4	Shift+5	Shift+6	Shift+7	Shift+8	
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Shift+9	Shift+0	,	.	;	;	Shift+;	-	/	Shift+/	Shift+,	Shift+,	Alt+0161	Alt+0191	Alt+0173
+	×	÷	=	±	<	>	[	]	{	}	'	,	"	
Shift+=	Alt+0215	Alt+0247	=	Alt+0177	Shift+,	Shift+.	[	]	Shift+[	Shift+]	Alt+0145	Alt+0146	Alt+0147	
"	<	>	«	»	,	„	—	~	\		—	...	°	
Alt+0148	Alt+0139	Alt+0155	Alt+0171	Alt+0187	Alt+0130	Alt+0132	Alt+0151	Shift+`	\\	Shift+\\	Shift+-	Alt+0133	Alt+0176	
·	•	ä	â	á	à	ã	å	ë	ê	é	è	ï	î	
Alt+0183	Alt+0149	Alt+0228	Alt+0226	Alt+0225	Alt+0224	Alt+0227	Alt+0229	Alt+0235	Alt+0234	Alt+0233	Alt+0232	Alt+0239	Alt+0238	
í	ì	ö	ô	ó	ò	õ	ü	û	ú	ù	Ä	Â	Á	
Alt+0237	Alt+0236	Alt+0246	Alt+0244	Alt+0243	Alt+0242	Alt+0245	Alt+0252	Alt+0251	Alt+0250	Alt+0249	Alt+0196	Alt+0194	Alt+0193	
À	Ã	Å	Ë	Ê	É	È	Ï	Î	Í	Ì	Ö	Ô	Ó	
Alt+0192	Alt+0195	Alt+0197	Alt+0203	Alt+0202	Alt+0201	Alt+0200	Alt+0207	Alt+0206	Alt+0205	Alt+0204	Alt+0214	Alt+0212	Alt+0211	
Ò	Õ	Ü	Û	Ú	Ù	Ç	Ç	Ñ	Ñ	Ø	Ø	Þ	æ	
Alt+0210	Alt+0213	Alt+0220	Alt+0219	Alt+0218	Alt+0217	Alt+0231	Alt+0199	Alt+0241	Alt+0209	Alt+0248	Alt+0216	Alt+0223	Alt+0230	
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Alt+0198	Alt+0156	Alt+0140	Alt+0255	Alt+0159	Alt+0170	Alt+0186	Alt+0168	Alt+0136	Alt+0180	Alt+0152	Alt+0175	Alt+0184		
£	¥	f	¢	¤	©	®	TM	%o	µ	§	†	‡	¶	
Alt+0163	Alt+0165	Alt+0131	Alt+0162	Alt+0164	Alt+0169	Alt+0174	Alt+0153	Alt+0137	Alt+0181	Alt+0167	Alt+0134	Alt+0135	Alt+0182	



**Diya**  
**International School**  
Affiliated to CBSE Affiliation No.1631291