



Lecture Five: Shortcut keys

Shortcut keys ABCs



Shortcut keys help provide an easier and quicker method of navigating and executing commands in the computer software. Shortcut keys are performed using the **Alt** key (on IBM compatible computers), **Command** (on Apple computers), **Ctrl** key, or **Shift** key in conjunction with another key. The de facto standard for listing a shortcut is listing the modifier key, a plus symbol, and another key. In other words, "Ctrl+S" tells you to press and hold the **Ctrl** and then press the **S** simultaneously.

You can also find the shortcut keys in popular programs by looking for underlined letters in their menus. For example, the file menu image has an underline on the "F" in *File*, which means you can press the **Alt** key and **F** key to access the file menu.

Some programs require the user to press and hold Alt to see the underlined characters. In the image above, you can see that some of the standard features, such as **Open (Ctrl+O)** and **Save (Ctrl+S)**, have shortcut keys assigned to them. As you begin to memorize shortcut keys, you'll notice that many applications share them.



We have a list of the most commonly shared ones in the [basic PC shortcut keys section](#):

Shortcut Keys	Description
<u>Alt+F</u>	File menu options in the current program.
<u>Alt+E</u>	Open <i>Edit</i> options in the current program.
<u>Alt+Tab</u>	Switch between open <u>programs</u> .
<u>F1</u>	View <u>help</u> information (F1 is used by almost every Windows program to display help).
<u>F2</u>	<u>Rename</u> a selected file.
<u>F5</u>	<u>Refresh</u> the current program window.
<u>Ctrl+D</u>	<u>Bookmark</u> the current page in most <u>Internet browsers</u> .
<u>Ctrl+N</u>	Create a new or blank <u>document</u> in some software, or open a new <u>tab</u> in most <u>Internet browsers</u> .
<u>Ctrl+O</u>	<u>Open</u> a file in the current software.
<u>Ctrl+A</u>	<u>Select all</u> text.
<u>Ctrl+B</u>	Change selected text to be <u>bold</u> .
<u>Ctrl+I</u>	Change selected text to be in <u>italics</u> .
<u>Ctrl+U</u>	Change selected text to be <u>underlined</u> .
<u>Ctrl+F</u>	Open <u>find</u> window for current document or window.



<u>Ctrl+S</u>	<u>Save</u> current document file.
<u>Ctrl+X</u>	<u>Cut</u> selected item.
Shift+Del	Cut selected item.
<u>Ctrl+C</u>	<u>Copy</u> selected item.
<u>Ctrl+Ins</u>	Copy selected item.
<u>Ctrl+V</u>	<u>Paste</u>
Shift+Ins	Paste
<u>Ctrl+Y</u>	<u>Redo</u> the last action.
<u>Ctrl+Z</u>	<u>Undo</u> the last action.
<u>Ctrl+K</u>	Insert <u>hyperlink</u> for the selected text.
<u>Ctrl+P</u>	<u>Print</u> the current page or document.
<u>Home</u>	Go to the beginning of the current <u>line</u>.
<u>Ctrl+Home</u>	Go to the beginning of the document.
<u>End</u>	Go to the end of the current line.
<u>Ctrl+End</u>	Go to the end of the document.
Shift+Home	<u>Highlight</u> from the current position to the beginning of line.
Shift+End	Highlight from the current position to the end of line.
Ctrl+Left arrow	Move one <u>word</u> to the left at a time.
Ctrl+Right arrow	Move one word to the right at a time.



<u>Ctrl+Esc</u>	Open the <u>Start menu</u> .
<u>Ctrl+Shift+Esc</u>	Open Windows <u>Task Manager</u> .
<u>Alt+F4</u>	Close the currently active program.
<u>Alt+Enter</u>	Open the <u>properties</u> for the selected item (file, folder, shortcut, etc.).
<u>Windows key+L</u>	<u>Lock</u> the computer, requiring password entry to access again.
<u>Windows key+X</u>	Access the <u>Power User Tasks Menu</u> in <u>Windows 8</u> and <u>Windows 10</u> .
<u>Windows key+Down arrow</u>	<u>Minimize</u> the active program window.
<u>Windows key+Up arrow</u>	<u>Maximize</u> the active program window.