

Keyboard Shortcuts

These shortcuts apply to many Microsoft programs (such as MSOffice & MSWorks). Most of the shortcuts apply to many other programs, as well.

Keyboard Shortcuts for Windows Computers

Hold down **Ctrl** & press the indicated key to execute the following commands:

FILE

Ctrl + **S** = Save
Ctrl + **N** = New Document
Ctrl + **O** = Open Existing Document
Ctrl + **P** = Print
Ctrl + **W** = Close

PARAGRAPH ALIGNMENT

Ctrl + **L** = Left Aligned
Ctrl + **R** = Right Aligned
Ctrl + **E** = Center Aligned
Ctrl + **J** = Justified

LINE SPACING

Ctrl + **1** = Single Line Spacing
Ctrl + **2** = Double Line Spacing
Ctrl + **5** = 1½ Line Spacing

Font Styles (with text selected)

Ctrl + **B** = Bold
Ctrl + **I** = Italic
Ctrl + **U** = Underlined.

Page Scrolling

Ctrl + **Home** = Top of Document
Ctrl + **End** = Bottom of Document
Ctrl + **Page Up** = Top of Page
Ctrl + **Page Down** = Bottom of Page

EDIT

Ctrl + **A** = Select All
Ctrl + **X** = Cut
Ctrl + **C** = Copy
Ctrl + **V** = Paste
Ctrl + **F** = Find
Ctrl + **H** = Find & Replace
Ctrl + **Z** = Undo Ctrl + **Y** = Redo

Special Symbol Shortcuts Using the ALT Key

NOTE: Codes generated with your **Alt** Key require using the Number Keys on your *Numeric Keypad*. Using the Number Keys at the top of your keyboard will **not** work.

Alt + **0176** = ° (Degrees)

Alt + **0162** = ¢

Alt + **0188** = ¼

Alt + **0189** = ½

Alt + **0190** = ¾

Alt + **0178** = ¹

Alt + **0178** = ²

Alt + **0179** = ³

Alt + **0163** = £

Alt + **0169** = ©

Alt + **0174** = ®

Alt + **0165** = ¥

Alt + **0177** = ±

Alt + **0247** = ÷

Alt + **0166** = †

Alt + **0149** = •

Alt + **0134** = ‡

Alt + **0227** = ã

Alt + **0151** = — (m dash)

Alt + **0150** = - (n dash)



Win (Windows) Key Same as clicking on **Start**

Win Key + E Opens **Windows Explorer**

Win Key + F = **Find Files & Folders**

Win Key + R brings up the **Run** command.

Win Key + Pause/Break Key takes you to **System Properties**

Win Key + D toggles you between the **Desktop** and wherever you happen to be.

Símbolos Españoles

Alt + **0191** = ¿

Alt + **0161** = ¡

Alt + **0209** = Ñ

Alt + **0241** = ñ

Alt + **0225** = á

Alt + **0233** = é

Alt + **0237** = í

Alt + **0243** = ó

Alt + **0250** = ú

Alt + **0252** = ü

Alt + **0186** = ° (1° = primero)

Alt + **0170** = ² (2² = segunda)

(On the **Mac**, use the **Command** key rather than the **Ctrl** key.)

(The following shortcuts do **NOT** use the Ctrl or Alt key.)

F1 = Help

F7 = Spell Checker

Shift + F7 = Thesaurus

F12 = Save As...

Alt + F4 = Exit Program

Ctrl + Alt + Del = Break out of a lockup and open **Task Manager**

In **MS-Word**: **Shift + F3** = Toggles selected text
from **ALL CAPITAL LETTERS**
to **all lower case letters**
to **Traditional sentence structure.**