

# Keyboard Shortcuts and Function Keys

In Windows 7 with Microsoft Office 2010

*Disclaimer: Some of the following commands may work differently on your system. Use F1 to search for alternatives*

Blue text = on line – Red Function Keys = use with caution. Windows key = Start key. Tab key = double arrows above Caps Lock

| FUNCTION KEYS  | OTHER ACTIONS   |
|--|---|
| <b>F1</b> Help – Opens help menu   | Help in Windows, Word, PDF and some others                |
| <b>F2</b> + Ctrl = Print   | + Alt = In File library - rename selected file            |
| <b>F3</b> Opens Search   | + shift for CAPS options                                  |
| <b>F4</b> + Alt = close window   | Address bar; Repeat last action or text.                  |
| <b>F5</b> Refresh browser  | Find and replace text in word                             |
| <b>F6</b> Address bar  | + Shift for (mouse free) key menu in word                 |
| <b>F7</b> Spell check +shift = general thesaurus                                 | or highlight a word then shift + F7                       |
| <b>F8</b> Tap key from boot for to access safe mode                              | +Alt to Insert Macros                                     |
| <b>F9</b> + Alt to reactivate selected hyperlinks in word                        | Refresh browser; outlook express                          |
| <b>F10</b> Tap key from boot for CMOS menu                                       | + shift = Rclick menu – use up down tabs to scroll        |
| <b>F11</b> Full browser screen [repeat = undo]                                   | tap to scroll hyperlinks in doc (+ ctrl = dell options)   |
| <b>F12</b> Tap key from boot for Boot menu                                       | Word 'save as' shortcut -                                 |
| <b>VIEW TASK MANAGER AND TASK BAR</b>  | <b>PRESS THIS</b>   |
| Task manager:  | Ctrl + Alt + Delete                                       |
| Shows presentation mode; projector/monitor options                               | Windows Key (WIN) +P                                      |
| Opens run dialog box – shortcut to documents                                     | WIN +R  |
| Opens corresponding program in taskbar   | WIN + number (1, 2, 3, ..., 0)                            |
| Mini preview in taskbar of open applications - L to R                            | WIN + tap T   |
| <b>VIEW AND CHANGE WINDOW SIZE OR POSITION</b>                                   | <b>PRESS THIS</b>   |
| Reduce window size   | WIN + Down - To undo: Win + Up                            |
| Dock window to left or right   | WIN + Left or Right arrow                                 |
| Move window to second monitor  | WIN + SHIFT + Left or Right                               |
| Minimize a window to desktop   | WIN +M – To undo: Win+Shift +M                            |
| To show desktop  | Hold WIN + tap D - repeat to undo                         |
| Peek at desktop  | WIN +Spacebar   |
| Close window   | Alt + F4 – repeat to desk top – repeat to log off option. |
| Magnifier - Zoom in  | WIN+= Zoom out: WIN + -                                   |
| Switch to previous active window   | Alt +Tab  |
| View, scroll and select all open windows   | WIN + tap Tab key – To fix the view: Ctrl +Win +Tab       |
| <b>MOVING AROUND IN A DOCUMENT</b>   | <b>TO MOVE CURSOR - PRESS THIS</b>                        |
| Up one line of text  | ↑   |
| Down one line of text  | ↓   |
| Right one character  | →   |
| Left one character   | ←   |
| Up one paragraph   | Ctrl+↑  |
| Down one paragraph   | Ctrl+↓  |
| Right one word   | Ctrl+ →   |
| Left one word  | Ctrl+ ←   |
| Up half a page   | PgUp  |
| Down half a page   | PgDn  |
| To end of current line   | End   |
| To start of current line   | Home  |
| To top of document   | Ctrl+Home   |
| To bottom of document  | Ctrl+End  |
| Copy   | Ctrl+C  |
| Cut  | Ctrl+X  |
| Paste  | Ctrl+V  |
| Undo   | Ctrl+Z  |
| <b>TEXT FORMATTING COMMANDS</b>  | <b>PRESS THIS</b>   |
| Bold   | Ctrl+B  |
| Italic   | Ctrl+I  |
| Underline  | Ctrl+U  |
| Double Underline   | Ctrl+Shift+D  |
| Word Underline   | Ctrl+Shift+W  |
| Grow Font Size   | Ctrl+Shift+ >   |
| Shrink Font Size   | Ctrl+Shift+ <   |
| Superscript - Shrink letters <sup>above text</sup> line e.g. 4 <sup>th</sup> Jan | Ctrl+Shift+ Repeat to undo.                               |
| Subscript - Shrink letters <sub>below text</sub> line.                           | Ctrl+ = Repeat to undo.                                   |
| Erase Formatting   | Ctrl+space bar  |
| Font Menu (dialogue box)   | Ctrl+Shift+F – or - Ctrl+D                                |

|   |  |
|---|--|
| CAP Options   | Shift+F3 (press again for 3 options)                 |
| SMALL CAPS  | CTRL+SHIFT+K   |
| Point Size  | Ctrl+Shift+P   |
| Displays Review tab – repeat for options                                    | Alt+R  |
| <b>PARAGRAPH FORMATTING</b>   | <b>PRESS THIS</b>                                    |
| Centre Text   | Ctrl+E   |
| Left Align  | Ctrl+L   |
| Right Align   | Ctrl+R   |
| Justify   | Ctrl+J   |
| One Line Spacing  | Ctrl+1   |
| 1½ Line spacing   | Ctrl+5   |
| Two Line Spacing  | Ctrl+2   |
| Indent Paragraph  | Ctrl+M   |
| Unindent  | Ctrl+Shift+M   |
| Hanging indent  | Ctrl+T   |
| Unhang indent   | Ctrl+Shift+T   |
| <b>COMMON COMMANDS</b>  | <b>PRESS THIS</b>                                    |
| Help menu   | F1   |
| Cancel  | Escape   |
| Move cursor back a stage (maximum 3 stages)                                 | Shift+F5   |
| Opens New Document in OneNote (default)                                     | WIN+N - To open a blank doc from (open) Word: Ctrl+N |
| Opens OneNote – files and folders   | WIN+Shift+N  |
| Open another document   | Ctrl+O   |
| Print Preview   | Ctrl+Alt+I   |
| Print   | Ctrl+P   |
| Close   | Ctrl+W   |
| Quick Save  | Ctrl+S   |
| Save As   | F12  |
| Repeat last action or words.  | Ctrl+Y (same as F4)                                  |
| <b>Find</b> - dialogue box in Find and replace menu                         | Ctrl+F   |
| <b>Replace</b> - dialogue box in Find and replace menu                      | Ctrl+H   |
| <b>Go to</b> - dialogue box in Find and replace menu                        | F5   |
| Manual Page Break   | Ctrl+Enter   |
| <b>OTHER USEFUL COMMANDS</b>  | <b>PRESS THIS</b>                                    |
| Show/Hide   | Ctrl+Shift+8   |
| Column Break in table rows  | Ctrl+Shift+Enter                                     |
| Font Style emphasis options   | Ctrl+Shift+S   |
| Apply Heading options 1- 3  | Alt+Ctrl+1 (2 or 3)                                  |
| Word Count  | Ctrl+Shift+G   |
| Repeat - last action or words   | F4   |
| Symbol Font   | Ctrl+Shift+Q   |
| Draft (Normal) Mode   | Ctrl+Alt+N   |
| Outline Mode  | Ctrl+Alt+O   |
| Splits document   | Alt+Ctrl+S - Repeat to undo                          |
| Show (Mouse Free Menu) command keys   | F10  |
| Open file menu in documents with optional key menu                          | Alt + F - Esc to close                               |
| <a href="#">Mail Merge Check</a>  | Alt+Shift+K  |
| Lock computer without closing – password sign in                            | WIN+L  |
| <b>INSERT KEY COMMANDS</b>  | <b>TO INSERT - PRESS THIS</b>                        |
| Today's Date ( <i>click on date to update/change font style and size.</i> ) | Alt+Shift+D  |
| Current Time  | Alt+Shift+T  |
| Paste Special – Format menu for inserting clipboard content                 | Alt+Ctrl+V   |
| Footnote  | Alt+Ctrl+F   |
| Endnote   | Alt+Ctrl+D   |
| Comment   | Ctrl+Alt+M – To search for comment options: Press F1 |
| Inserts Macros  | Alt+F8   |
| Bookmark  | Ctrl+shift+F5  |
| <a href="#">Hyperlink</a>   | Ctrl+K   |
| <b>LANGUAGE SPELLING - GRAMMAR</b>  | <b>TO CHECK - PRESS THIS</b>                         |
| Spellcheck and grammar  | F7   |
| Moves to the Next Misspelling   | Alt+F7   |
| Thesaurus   | Shift+F7   |
| Translation to other language - Dictionary                                  | Alt+shift+F7   |

### How to activate mouse functions on the keyboard

Click on Start - Control Panel – Ease Of Access Centre – Make The Keyboard Easier To Use – Turn On Mouse Keys – Ok – (To Undo: Uncheck Turn On Mouse Keys And Click OK.) On NumPad: - 4 is Left - 6 is Right - 8 is up - 2 is down and 5 is left click. (To disable briefly, turn on NumLock).