

Function Keys and Keyboard Shortcuts

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
F1 Help – Opens help menu	Help in Windows, Word, PDF and some others
F2 + Ctrl = Print	+ Alt = In File library - rename selected file
F3 Opens Search	+ shift for CAPS options
F4 + Alt = close window	Address bar; Repeat last action or text.
F5 Refresh browser	Find and replace text in word
F6 Address bar	+ Shift for (mouse free) key menu in word
F7 Spell check +shift = general thesaurus	or highlight a word then shift + F7
F8 Tap key from boot for to access safe mode	+Alt to Insert Macros
F9 + Alt to reactivate selected hyperlinks in word	Refresh browser; outlook express
F10 Tap key from boot for CMOS menu	+ shift = Rclick menu – use up down tabs to scroll
F11 Full browser screen [repeat = undo]	tap to scroll hyperlinks in doc (+ ctrl = dell options)
F12 Tap key from boot for Boot menu	Word 'save as' shortcut -
VIEW TASK MANAGER AND TASK BAR	PRESS THIS
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
VIEW AND CHANGE WINDOW SIZE OR POSITION	PRESS THIS
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 – repeat to undo	Hold WIN + tap D
Peek at desktop	WIN +Spacebar
Close window– repeat to desk top – repeat to log off option.	Alt + F4
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
MOVING AROUND IN A DOCUMENT	TO MOVE CURSOR - PRESS THIS
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
TEXT-FORMATTING COMMANDS	PRESS THIS
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 ^{above text} line e.g. 4 th Jan	Ctrl+Shift+ Repeat to undo.
Subscript - Shrink letters _{below text} 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
PARAGRAPH-FORMATTING	PRESS THIS
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
COMMON COMMANDS	PRESS THIS
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)
Find - dialogue box in Find and replace menu	Ctrl+F
Replace - dialogue box in Find and replace menu	Ctrl+H
Go to - dialogue box in Find and replace menu	F5
Manual Page Break	Ctrl+Enter
OTHER USEFUL COMMANDS	PRESS THIS
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
Mail Merge Check	Alt+Shift+K
Lock computer without closing – password sign in	WIN+L
INSERT KEY COMMANDS	TO INSERT - PRESS THIS
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
Hyperlink	Ctrl+K
LANGUAGE SPELLING - GRAMMAR	TO CHECK - PRESS THIS
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).