

## Keyboard shortcuts: Windows

Press and hold	Then press this	Action
<b>F1</b>		This universal function opens the Help feature of Windows, as well as many other applications. Some programs require that you are connected to the internet to provide help.
<b>Alt</b>	Tab	In XP and Vista Home Basic, this opens a panel that shows the icons of currently open programs. By holding the Alt key and pressing the Tab key, XP scrolls through each application and makes it active when you release the Tab key. In Vista Home Premium and Ultimate, the same happens but the programs appear in 3D windows.
<b>Shift</b>	Del	Move an item to the Recycle Bin using the Del key or the mouse, and it sits there until you manually empty the bin. Use this command to delete the file straight away.
<b>Ctrl</b>	Esc	With notebook PCs getting smaller, some makers now shrink the button that opens the main Windows Start menu or move it somewhere else. If that's bugging you, use this command to open Start.
<b>Shift</b>		It's not just for changing the case of letters – hold down the Shift key while inserting a CD or DVD and Windows will bypass the automatic run feature, which is handy if you have other plans for the disc.
<b>Alt</b>	Space bar	Use this command while a window is active to open its System menu – you can then use the mouse or arrow keys to select options such as Minimise or Close.
<b>Alt</b>	Relevant letter	When a window is active, you can use the Alt key to select options from the Toolbar menu. Hold Alt and F, for example, to open the File menu, Alt and T for the Tools menu and so on.
<b>F2</b>		A quick and easy way to change the name of a selected file is to press F2 – the text will be highlighted so you can change its name.
<b>Alt</b>	Enter	When a file is selected, this command opens its Properties dialogue box, revealing hitherto hidden information about it.
<b>Ctrl</b>	Left mouse button	Hold down the Ctrl key then click and drag a file or folder to create a copy of the target in the location you move it to.
<b>Ctrl</b>	Shift and left mouse button	To create desktop shortcuts to files quickly, select the file, folder or program with the mouse button while using this combination of key presses, then drag it to the desktop and let go.
<b>F4</b>		In an active window in Windows Explorer, F4 opens the Address Bar to make navigating the structure of Windows easier. This works in Internet Explorer too.
<b>Ctrl</b>	A	Select all the items in an open window – for copying, moving or deletion.
<b>Shift</b>		Another spot of moonlighting for the Shift key – press it five times to turn on Sticky Keys, which makes it easier to use keyboard combinations. Sticky Keys means that you can press the keys in a combination one at a time, rather than having to hold them down.
<b>Windows button</b>	Pause/Break	The break key is often paired with the Pause key these days – no matter, using this combo will open the System Properties window.

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<b>Shift</b>		Yet another job for the Shift key – hold it down for eight seconds to turn on Filter Keys, a Windows feature that ignores brief or repeated keystrokes as an aid to people who have trouble using a keyboard.
<b>Num Lock</b>		Hold it down for five seconds and Windows will emit a beep if you accidentally press Caps Lock, Number Lock or Scroll Lock. This is handy for non-touch typists who may look up to find they have typed a sentence in capitals because of a stray keystroke.
<b>Arrow Keys</b>		The arrow keys are handy for navigating the Windows file tree structure. Open Windows Explorer and press the Folders button on the Standard Buttons toolbar. Now you can use the up and down arrows to move and the left and right keys to open or close branches on the tree.
<b>Ctrl</b>	Alt and Del	The Windows emergency stop button – this combination provides a route to the Task Manager, where applications that have stopped working can be closed down, or even the entire PC restarted safely.
<b>Windows Button</b>	D	The Windows button (usually near the space bar) and D gives a quick way to minimise all open windows and get you back to the Desktop.
<b>Windows Button</b>	R	Opens the Run dialogue box.
<b>Windows Button</b>		Opens the Find dialogue box.
<b>Ctrl</b>	Windows' F button and F	This combination opens the Find Computers dialogue box. Leave the search window blank and press Enter to see PCs on your home network.
<b>Windows Button</b>	Tab	Scroll through the buttons in the Windows Taskbar at the bottom of the screen – press Enter to select a program.
<b>Space Bar</b>		When a dialogue box is open, you can use the Tab key to move to different checkboxes; the space bar will add or remove a tick from the box – much easier than fiddling with the mouse.
<b>Alt</b>	Arrow keys	When working in a dialogue box that has a drop-down menu option, the up and down arrows can be used in conjunction with Alt to open and close it.
<b>F10</b>	Relevant letter	F10 switches Windows to menu mode – the key highlights the first menu option on the Toolbar (such as F for file). Use the left and right arrow keys to select different menus, the up and down keys to open and move to menu options, and the Enter key to select them.
<b>Ctrl</b>	Tab	Used when a tabbed dialogue box is open (such as the Properties box), this combination moves forwards in the various tabs.
<b>Ctrl</b>	Shift and Tab	As above, but reverse the direction of the order in which tabs are selected.
<b>Ctrl</b>	E	Open a new Windows Explorer window.

## Keyboard shortcuts: Word

Press and hold	Then press this	Action
<b>Ctrl and Shift and</b>	L	Quickly apply bullet points to selected text.
<b>Ctrl and Shift and</b>	F5	Make a note of a location or selection of text that you name and identify for future reference. For example, you might use a bookmark text that you want to revise at a later time.
<b>Ctrl and</b>	Page Down	Move speedily to the top of the next page in your document using the Page Down command, and to the previous page using the Page Up command.
<b>Ctrl and</b>	Page Up	
<b>Esc</b>		A quick way to close any dialogue boxes you may have opened in error.
<b>Ctrl and</b>	E	Format a selection of text or whole paragraph so it is positioned in the centre of the page.
<b>Shift and</b>	Left	Rather than fiddle about with the mouse to select specific parts of a line of text, use this command to select one character at a time.
<b>Shift and</b>	Right	
<b>Shift</b>	Up	For precision in selecting lines that is sometimes awkward with a mouse, try this shortcut for selecting lines above or below the cursor.
<b>Shift</b>	Down	
<b>Alt and</b>	F4	A quick way to close Word – don't worry if you haven't saved your work as Word will prompt you to do so.
<b>Ctrl</b>	C, X or V	Use Ctrl and C to copy a piece of highlighted text, Ctrl and X to copy and cut it and Ctrl and V to paste it elsewhere in a document.
<b>Ctrl and Shift and</b>	C	If you have changed the font, size and other formatting elements of one paragraph or sentence and want to swiftly apply it to other text, highlight the style you like, and use this command to take a snapshot. Then highlight the unformatted text and use Ctrl and Shift with V to apply the style.
<b>Alt and Shift and</b>	D	Quickly add today's date to a document, an ideal tip for letter writers.
<b>Ctrl and</b>	W	Use this shortcut to close the document you are working on without closing Word itself.
<b>Ctrl and</b>	F10	If your Word window does not fill the available screen space and you want it to, use this shortcut to maximise the window.
<b>Shift</b>	F3	If you want to change a selection of text from lower case to upper case, highlight the target text with your mouse and use this command to make the change. Using the command again reverses the effect.
<b>Alt and Ctrl and</b>	1	The preset Heading styles in Word are handy for marking out discrete sections of a document. Use this shortcut, where pressing '1' will apply Heading Style 1 and so on.
<b>Alt and Ctrl and</b>	2	
<b>Alt and Ctrl and</b>	3	

## Keyboard shortcuts: Word

Press and hold	Then press this	Action
<b>Ctrl and</b>	F8 then use arrow keys	If your Word window does not fill the available screen space and you find it difficult to use the mouse to resize a window, this command will enable you to use the arrow keys to make the window shorter, taller, wider or narrower.
<b>Ctrl and Shift and</b>	D	Add extra emphasis to a word or sentence by placing a double underline beneath it.
<b>Ctrl and</b>	D	This command opens the Font dialogue box so you can amend the size and style of font.
<b>Alt and Ctrl and</b>	F	Add a market in your text at the cursor position, which will refer to a footnote at the bottom of the page – a great tip for those writing documents who need to cite sources.
<b>Ctrl and</b>	]	Select your text then watch it grow or shrink before your eyes with this quick and easy command.
<b>Ctrl and</b>	[	
<b>Ctrl and</b>	K	Adding a website address to a document can make sharing information simple – but long addresses spoil the neat presentation. Use this command to embed an address into a specific word or sentence so readers can click it to visit the site.
<b>Ctrl and</b>	J	Force selected text to stretch to the left and right margins, giving a regimented look to words.
<b>Ctrl and</b>	F6	If you're working on more than one document in Word, use this command to move swiftly between them
<b>Alt and</b>	F6	
<b>Alt and Ctrl and</b>	I	A handy shortcut for seeing a preview of what your document will look like once printed, so you can correct any errors.
<b>Ctrl and Shift and</b>	8	This command will reveal the formatting marks in text, which can help to solve minor formatting problems and show you where particular formatting begins and ends. Repeat the shortcut to hide formatting.
<b>Ctrl and Shift</b>	Return	When working in two or more columns, this command will force text beneath the break into the next column.
<b>Ctrl</b>	Del	Deletes the word in front of the cursor.
<b>Ctrl</b>	G	When working in a lengthy document, this command gives the option of moving the cursor to a specific page, section, heading or other set area.
<b>Ctrl</b>	H	Hide highlighted text.
<b>Ctrl</b>	Z	Reverse the previous action, which is very handy if you accidentally delete text.