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Keyboard shortcuts

There are many ways to do certain things in Windows and in Office applications, and perhaps the most useful of these involve using the keyboard rather than the mouse. Most keyboard shortcuts involve holding down either the Control (Ctrl) key or the Windows  key (and sometimes the shift or Alt key as well), then pressing another key.



Normally this requires using one or two fingers of the left hand to hold down whichever keys are needed on the left of the keyboard while pressing the last key in the combination.

Let's start with the Word shortcuts.

Some of these can be used to format text as follows:

- Ctrl + B will make text bold,
- Ctrl + I will italicize text,
- Ctrl + U will underline text, and
- Ctrl + E will centre text,
- Ctrl + L will left align text, and
- Ctrl + R will right align text.

There is also a set of combinations for copying, cutting and pasting

- Ctrl + C will copy the selected item or text,
- Ctrl + X will cut the selected item or text, and
- Ctrl + V will paste whatever was previously cut or copied.
- Ctrl + Alt +V will paste special.

The other common combinations are:

- Ctrl + A to select all the text or objects,
- Ctrl + Z to undo the last action,
- Ctrl + Y to redo the last action,
- Ctrl + home to go to the start of the page or document, and
- Ctrl + end to go to the end of the page or document.

There are some other useful shortcuts, i.e.

- Ctrl + O will open a document,
- Ctrl + S will save a document,
- Ctrl + W will close a document,
- Ctrl + N will create a new document, and
- Alt + Ctrl + S will split document window, and
- Alt + Shift + C will undo split document window.

Other formatting shortcuts are:

- Ctrl + 1 single line spacing,
- Ctrl + 2 double line spacing, and
- Ctrl + 5 1.5 times line spacing

Here are some useful Windows Shortcuts.

- Windows key + D will show the desktop,
- Windows key + L will quick screen lock,
- Windows key + R open the Run Dialog, (only recommended for seriously expert users)
- Windows key + E will open “My Computer”,
- Windows key + M will minimize all windows and
- Ctrl + Shift will switch Input Method,
- Alt + Tab will switch window,
- Ctrl + Shift + Esc will open Task Manager, and
- F2 will rename file
- F5 will Refresh, and
- F11 will open Full Screen.

In an earlier lesson we discovered that holding the Windows key and pressing the full stop opened the emoji keyboard (and in fact the Windows key & semicolon combination does the same). Let's have a look at a few more of the less obscure keyboard shortcuts using the Windows key.

- If you are using your computer in a public area and need to leave it unattended you can lock it very quickly with the Windows key and L.
- You may remember that there is a tiny area at the extreme right of the taskbar where hovering the mouse cursor allows you to “peek” at the desktop. Windows key and comma does this too.
- If the text or image on your screen is too small to see or read properly, you can open the Magnifier app with the Windows key and the plus sign.
- An extremely useful shortcut is to hold down the Windows key and Shift key at the same time and press S. This allows you to take a screenshot of a selected part of your screen, rather than using the print screen key and then having to crop the resulting image.

And a final few shortcuts which may come in useful if you prefer the keyboard to a mouse.

- Windows key + E opens File Explorer,
- Windows key + I opens the Settings menu, and
- Windows key + S opens a search box.

Powerpoint Keyboard shortcuts.

- Ctrl + N opens a new Powerpoint,
- Ctrl +M/Enter inserts a new slide,
- Ctrl + O opens Powerpoint,
- Ctrl + S saves the slide show, and
- Ctrl + W closes Powerpoint.
- Ctrl + A select all objects
- Ctrl + C will copy text,
- Ctrl + V will paste text
- Ctrl + X will cut text.
- Ctrl +] will enlarge font size,
- Ctrl + [will reduce font size,
- Ctrl + Shift + C will copy format of Object
- Ctrl + Shift + V will paste format of object.
- Ctrl + B will make text bold,
- Ctrl + I will italicize text, and
- Ctrl + U will underline text.
- Ctrl + E will centre align text,
- Ctrl + J will justify paragraphs,
- Ctrl + L will left align paragraphs,
- Ctrl + R will right align paragraphs.
- Ctrl + T will open Font window.
- F5 will start Full Screen playback.

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