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Top Ten Windows Shortcut keys

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1. Select, Copy, Cut, Paste and Undo

- **Shift + arrow key** – allows you to select text
- **Ctrl + C** - Copies the currently selected item (text, image etc) to the clipboard.
- **Ctrl + V** - Pastes the current contents of the clipboard (whatever you just copied with Ctrl + C.
- **Ctrl + X** - Cuts the currently selected item and put it in the clipboard.
- **Ctrl + Z** – Allows you to undo your last action

2. Font changes

- **Ctrl + B** – Makes the selected text bold.
- **Ctrl + I** – Makes the selected text Italic.
- **Ctrl + U** – Underlines the selected text.
- **Ctrl + Shift + <** - Decreases the font size
- **Ctrl + Shift + >** - Increases the font size
- **Ctrl + Shift + F and arrow keys** – Changes the font style
- **Ctrl + Shift + F and arrow keys** – Changes the font size

3. Open, Closing, Saving and Printing Shortcuts

- **Ctrl + O** – Opens the My Documents windows
- **Ctrl + W** – Closes a document
- **Ctrl + S** – Saves a Document
- **Ctrl + P** – Prints a document
- **Alt + Ctrl + I** – Gives you a preview of what you are about to print

4. Outlook Shortcuts

- **Alt + S** – Sends an email

- **Ctrl + R** – Replies to an email
- **Ctrl + F** – Forwards an email
- **Ctrl + N** – Creates a new email
- **Ctrl + Shift + A** – Creates a new appointment in your calendar

5. Windows System

- **Ctrl + Esc** – Open Start Menu.
- **Alt + Tab** - Allows you to shuffle through your current open programs.
- **Alt + F4** – Quits a program

6. Internet Explorer navigation

- **Ctrl + E** – Opens the search bar.
- **Ctrl + F** – Starts find utility
- **Ctrl + H** – Opens history bar
- **Ctrl + N** – Starts a new instance of the browser with the same Web address
- **Ctrl + R** – Refreshes the current page
- **Ctrl + W** – Closes the current window

7. Windows Key Shortcuts

- **Windows + D** - Minimises all open windows and displays the desktop.
- **Windows + E** – Windows Explorer.
- **Windows + L** – Lock your machine (password protect).
- **Windows + F1** – **Displays** the Microsoft Windows Help.

8. Excel Shortcuts

- **Ctrl + ~** - Applies the general number format
- **Ctrl + \$** - Applies the currency format with decimal places
- **Ctrl + %** - applies the percentage format
- **Ctrl + #** - Applies the date format
- **Ctrl + @** - Applies the time format in hours and minutes and, AM or PM

9. Basic Mac Shortcuts

- **Command + O** – Opens file menu.
- **Command S** – Save.
- **Shift + Command + S** – Save As.
- **Command + P** – Print.
- **Command + W** – Close window.
- **Option + Command + W** – Closes all windows.
- **Command + F** – Find.
- **Command + Z** – Undo.
- **Command + X** – Cut.
- **Command + C** – Copy.
- **Command + V** – Paste.
- **Command + A** – Select All.

10. Special Characters

- **Alt + 0128** - € - Euro Currency Symbol
- **Alt + 0131** – *f* – Florin, Guilder or Gulden
- **Alt + 0132** – „ – Base line double quote

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- **Alt + 0153** - ™ - Trademark
 - **Alt + 0162** - ¢ - Cent
 - **Alt + 0164** - ¤ - Currency
 - **Alt + 0169** - © - Copyright
 - **Alt + 0174** - ® - Registered Trademark
 - **Alt + 0176** - ° - Degree sign
 - **Alt + 0177** - ± - Plus or minus
 - **Alt + 0183** - · - Middle dot
 - **Alt + 0188** - ¼ - One quarter
 - **Alt + 0189** - ½ - One Half
 - **Alt + 0190** - ¾ - Three Quarters
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**For more information or assistance with any aspect
of your IT requirements please call us on
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