

SHORTCUTS TO COMPUTING

Top 10 Keyboard Shortcuts and Other Well-Kept Secrets

accent marks, special characters and symbols

<http://www.csus.edu/web/tutorials/keyboard.html>

MAC OS X

TO DO THIS	PRESS
go to top of document	CMD + HOME
go to end of document	CMD + END
select all	CMD + a
cut	CMD + X
copy	CMD + C
paste	CMD + V
show/Hide dock	CMD + CMD + d
take a picture of the screen	CMD + SHIFT + 3
take a picture of the selection	CMD + SHIFT + 4
take a picture of the screen, place in Clipboard	CMD + SHIFT + 4 then press CONTROL while selecting
take a picture of the selected window	CMD + SHIFT + 4, then SPACEBAR
switch between applications	CMD + TAB
force Quit	OPTION + CMD + ESCAPE

NOTE Mac OS X uses: **CMD** instead of **CTRL**, **OPTION** instead of **ALT**, **RETURN** instead of **ENTER**
<http://docs.info.apple.com/article.html?artnum=75459>

WINDOWS XP

go to desktop	WINDOW KEY + d
open Windows Explorer	WINDOW KEY + e
Select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
close the active window or application	ALT + F4
switch between applications	ALT + TAB

<http://lboro.ac.uk/computing/access/windowsxp-shortcuts.html>
<http://www.stevenchalmers.com/Tips/KeyboardShortcuts.shtml>

WORD

go to top of document	CTRL + HOME
go to end of document	CTRL + END
insert page break	CTRL + ENTER
select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print	CTRL + p
bold text	CTRL + b
italicize text	CTRL + i
underline text	CTRL + u
save	CTRL + S
undo last action	CTRL + Z
redo last action	CTRL + y
go to next line without creating a new paragraph or bullet	SHIFT + ENTER
select text or images in the direction of the arrow	SHIFT + any of the arrow keys
select the paragraph	triple mouse click
spellcheck	F7
search the word in Encarta Dictionary, Thesaurus and Translation (requires Internet access)	ALT + click a word

<http://lboro.ac.uk/computing/access/excel2003-shortcuts.html>
<http://www.its.qut.edu.au/assist/userguides/exfiles/office.pdf>
<http://www.stevenchalmers.com/Tips/Excel.shtml>

EXCEL

spellcheck	F7
start a new line in the same cell	ALT + ENTER
go to top of the worksheet	CTRL + HOME
go to last cell of the worksheet	CTRL + END
Select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print	CTRL + p
bold text	CTRL + b
italicize text	CTRL + i
underline text	CTRL + u
save	CTRL + S
undo last action	CTRL + Z
redo last action	CTRL + y
select text or images in the direction of the arrow	CTRL + any of the arrow keys
search the word in Encarta Dictionary, Thesaurus and Translation (requires Internet access)	ALT + click a word

<http://lboro.ac.uk/computing/access/excel2003-shortcuts.html>
<http://www.its.qut.edu.au/assist/userguides/exfiles/office.pdf>
<http://www.stevenchalmers.com/Tips/Excel.shtml>

INTERNET EXPLORER

go to previous page	BACKSPACE
go to next page	SHIFT + BACKSPACE
go to top of document	CTRL + HOME
go to end of document	CTRL + END
select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print	CTRL + p
find text on the current page	CTRL + f
select address bar	ALT + d
wraps "http://www." and ".com" around the entry in the address bar	CTRL + ENTER

<http://www.stevenchalmers.com/Tips/KeyboardShortcuts.shtml>
<http://lboro.ac.uk/computing/access/ie-shortcuts.html>
<http://www.mozilla.org/support/firefox/keyboard>

FIREFOX

go to previous page	BACKSPACE
go to next page	SHIFT + BACKSPACE
go to top of document	CTRL + HOME
go to end of document	CTRL + END
select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print	CTRL + p
find text on the current page	CTRL + f
select address bar	CTRL + d
wraps "http://www." and ".com" around the entry in the address bar	CTRL + ENTER

<http://www.mozilla.org/support/firefox/keyboard>

POWERPOINT

go to first slide	CTRL + HOME
go to last slide	CTRL + END
select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print	CTRL + p
bold text	CTRL + b
italicize text	CTRL + i
underline text	CTRL + U
save	CTRL + S
undo last action	CTRL + Z
redo last action	CTRL + y
go to next line without creating a new paragraph or bullet	SHIFT + ENTER
select text or images in the direction of the arrow	SHIFT + any of the arrow keys

<http://lboro.ac.uk/computing/access/powerpoint2003-shortcuts.html>
<http://www.its.qut.edu.au/assist/userguides/exfiles/office.pdf>

DREAMWEAVER

go to top of document	CTRL + HOME
go to end of document	CTRL + END
select all	CTRL + a
cut	CTRL + X
copy	CTRL + C
paste	CTRL + V
print the HTML code	CTRL + p
bold text	CTRL + b
italicize text	CTRL + i
underline text	CTRL + U
save	CTRL + S
undo last action	CTRL + Z
redo last action	CTRL + y
go to next line without creating a new paragraph (no blank line)	SHIFT + ENTER
select text or images in the direction of the arrow	SHIFT + any of the arrow keys