

More Shortcuts

by Dick Evans, www.rwevans.com

Shortcuts have been around since the days of DOS. Most have the same function as they did back then. They are included in most programs for compatibility with the past and in case the mouse stops working. These are but a few. You can search for "shortcuts" in Google and get extensive lists for any program you want to find.

Shortcuts for Most Apps:

Ctrl+X Cut the selected text and copy it to the clipboard

Ctrl+C Copy the selected text and copy it to the clipboard

Ctrl+V Paste the contents of the clipboard to the current location

Ctrl+Z Undo the last operation

Ctrl+Y Redo the last operation

Ctrl+S Save the current file

Ctrl+O Open a file

Ctrl+A Select all

Ctrl+P Open the print dialog box

Ctrl+F Find

Ctrl+H Find and replace

Useful Keyboard Shortcuts for Word:

Shift+Ctrl+F9 removes hyperlinks in selected text

=rand(p,s) to create text. P=# paragraphs, S=# sentences in each. Leave blank generates 3x3

=lorem(p,s) create Latin text in Office 2007 and up. Can also use

www.lipsum.com

Shift+Alt+D for today's date in the default format

Right-click any command to add to QAT (quick access toolbar)

Ctrl+F1 toggle ribbons

Alt+F still opens the "file menu"

Shift+Ctrl+C copies the format (same as Format Painter)

Shift+Ctrl+V pastes the copied format

Shift+F3 to toggle the case of a selected word or selected text

Shift+Alt+up or down arrow to select and move a paragraph

Alt+Tab scrolls through open tasks on the taskbar

Windows Key shortcuts:

Win opens the Start menu. In Windows 10 it opens the Start screen. If you have ClassicShell installed it opens the Start menu and Shift+Win opens the Start screen.

Win+R opens the Run box

Win+D clears the desktop (Win+D toggles them back)

Win+M minimizes minimizable windows (Shift+Win+M toggles them back)

Win+E opens windows explorer

Win+L locks the computer

Win+Pause opens Systems Properties

Win+F opens a search window

Win+F1 opens the Help & Support window

Win+Tab scrolls through taskbar items (similar to Alt+Tab without the pop-up window)

Win+U opens the Control Panel

Win+Q Opens the search everywhere search pane in Windows 10

Win+W Opens the search settings search pane in Windows 10

Win+S opens the search everywhere search pane in Windows 10

Win+F opens the search files pane in Windows 10

Win+K opens the devices pane in Windows 10

Win+X opens a popup menu bottom left with access to many Windows 10 functions

Win+C opens the time and charms bar in Windows 10

Win+N open the Send To OneNote window in Windows 10

Other Windows Shortcuts

Alt+F4 closes the active window

Shift+Ctrl+Esc opens task manager