

My Favourite Keyboard Shortcuts


Keyboard shortcuts are where you use keys or a combination of keys on the keyboard to perform an action on the computer. Often can be quicker than using the mouse.

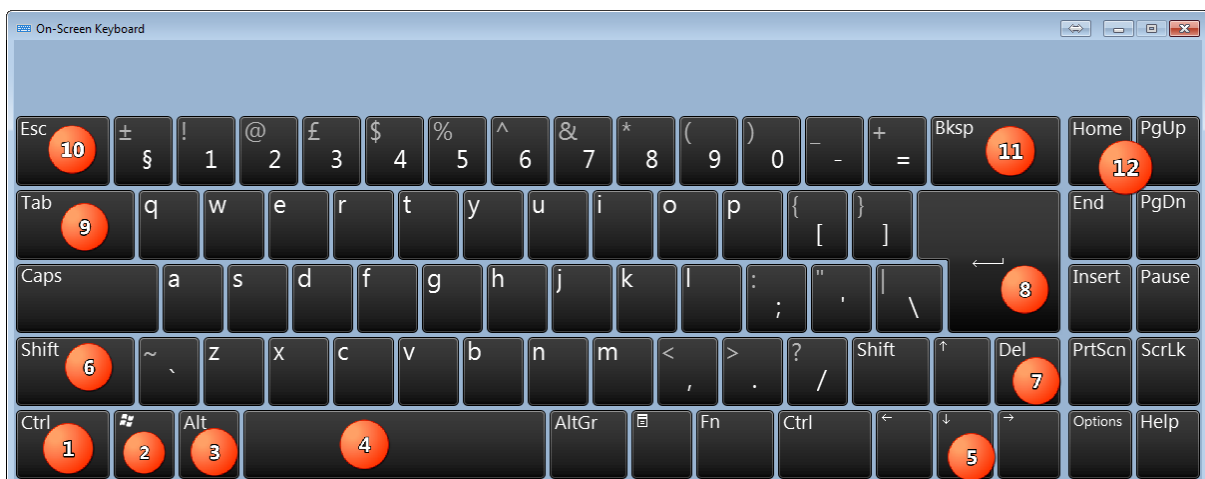
Press and hold the first key then press the other key listed e.g. “Ctrl & b” means press and hold the Ctrl key, then press b, then release.

Nb although these are fairly standard keyboard shortcuts, some programmes choose not to conform!

Key locations

1 Ctrl key 2 “Windows” key 3 Alt key 4 Spacebar 5 arrow / navigation keys 6 Shift key 7 Del =Delete 8 Return/Enter key 9 Tab key

10 Esc /Escape key 11 Backspace (or ) key 12 Home/Page up/Page down/End keys



To do this	Press these keys (see pic for loc'n)
IN EMAIL (->email programme running)	
Open the email that is selected	Enter key (8)
Reply to email that is selected	Ctrl & r
Write a new email	Ctrl & n
Save current email you're writing to Drafts folder (-to go back to and finish later or make sure don't lose it)	Ctrl & s
Select a number of emails at once (e.g. for deletion)	Ctrl then click each email
Print an email	Ctrl & p
Formatting in emails	
See wordprocessing/text formatting shortcuts – a lot of them are the same	
Wordprocessing/text formatting shortcuts	
Align the text against the left margin (standard setting)	Ctrl & l
Align the text against right margin (e.g. when entering your	Ctrl & r

To do this	Press these keys (see pic for loc'n)
address in a letter). Remember to press the return key (8) after the last line then Ctrl & l to go back to left alignment.	
Centre align the text (e.g. for a heading/title)	Ctrl & e
Turn on bold formatting (-press same keys again to turn it off to resume normal text)	Ctrl & b
Turn on/off italicised text	Ctrl & i
Turn on/off underlined text	Ctrl & u
To apply formatting after typing your text, highlight the text (drag mouse over it), then use the required shortcuts	
Select all of the text & other content in a document	Ctrl & a
To copy the selected text	Ctrl & c
To paste the copied text –click where the text is to go first	Ctrl & v
Undo the last thing you did -often useful when something unexpected happens & you want to get back to way it was!	Ctrl & z
Delete the selected text	Del (7)
Redo the last “undo”!	Ctrl & y
Save the document	Ctrl & s
Print the document you are working on	Ctrl & p
Open a new document	Ctrl & n
Open a previously saved document	Ctrl & o
Find a word/phrase in a document –useful for replacing all occurrences of it with another word/phrase	Ctrl & f
INTERNET (->web browser is running)	
Increase the size of the text & other content on a web page	Ctrl & +
Decrease the size of the text etc on a web page	Ctrl & -
Scroll down a screenful at a time	Spacebar (4)
Open a new “tab” (-so can have more than 1 web page open at a time and click between them)	Ctrl & t
Move between boxes when filling out a form on the web	Tab (9)->to next box
“Refresh” /”Reload” the page (-updates the page with any new content or tries to load it again if getting a blank page)	F5
Go back to the previous page you were on	Backspace (11)
GENERAL	
Close the programme you are in	Alt (3) & F4
Go to the “desktop” without closing the programming you are in (& again to return to the programme afterwards)	Windows key(2) & d
Open Windows Explorer (-view your docs,pics & other files)	Windows key(2) & e

Notice same key combinations across programmes in many cases e.g. Ctrl & b turns bold formatting on/off in email, wordprocessing & most situations involving text.

Often use the most obvious letter for the task, so ‘b’ is the obvious one to use with the Ctrl key for **bold**, ‘s’ for **save**, ‘p’ for **print**. Makes it much easier to remember the shortcuts once you realise this! You can guess after a while!