

## Common Keyboard Shortcuts

Program	To Do This	Press
Windows	Auto Sum	ALT + F4
	Delete item permanently	SHIFT + DELETE
	Help Menu	F1
	Open shortcut menu (equivalent of right clicking)	SHIFT + F10
	Open Start Menu	CTRL + ESC or "Windows" Key
	Show Desktop	"Windows" key + D
	Lock Computer	"Windows" key + L
	Refresh the current window	F5
	Switch between multiple windows in the same program	ALT + F6
	Switch between open windows	ALT + TAB
Microsoft Word	Bold text	CTRL + B
	Change font	CTRL + SHIFT + F, then use arrow keys to reach new font
	Change font size	CTRL + SHIFT + P, then use arrow keys to reach the new size
	Close document	CTRL + W
	Copy selected text	CTRL + C
	Cut selected text	CTRL + X
	Decrease font size one value	CTRL + SHIFT + <
	Increase font size one value	CTRL + SHIFT + >
	Italic text	CTRL + I
	New document	CTRL + N
	Non-breaking hyphen	CTRL + HYPHEN
	Non-breaking space	CTRL + SHIFT + SPACEBAR
	Open My Documents window	CTRL + O
	Page break	CTRL + ENTER
	Paste selected text	CTRL + V
	Print	CTRL + P
	Print Preview	ALT + CTRL + I
	Save	CTRL + S
	Select all the text within your document	CTRL + A
	Select blocks of text	CTRL + SHIFT + Arrow keys
Select text	SHIFT + Arrow keys	

Microsoft Excel

Underlined text	CTRL + U
Undo your last action	CTRL + Z
Auto Sum	ALT + =
Bold text	CTRL + B
Close the current window	CTRL + W
Copy selected text	CTRL + C
Cut selected text	CTRL + X
Date (inserts current date into cell)	CTRL + ;
Edit Cell	F2
Find	CTRL + F
Hide selected column(s)	CTRL + 0
Hide selected row(s)	CTRL + 9
Insert worksheet	SHIFT + F11
Italic text	CTRL + I
Menu Bar	F10
Move to the beginning of a worksheet	CTRL + HOME
Move to the end of a worksheet	CTRL + END
Move up through a selection	SHIFT + ENTER
New	CTRL + N
Next Worksheet	CTRL + PAGE UP
Open	CTRL + O
Previous Worksheet	CTRL + PAGE DOWN
Print a document	CTRL + P
Save	CTRL + S
Select Column	CTRL + SPACE BAR
Select Row	SHIFT + SPACE BAR
Select to beginning of row	SHIFT + HOME
Select to beginning of worksheet	CTRL + SHIFT + HOME
Select to end of row	END, then SHIFT + ENTER
Select to end of worksheet	CTRL + SHIFT + END
Select worksheet	CTRL + A
Spelling and Grammar Check	F7
Underline	CTRL + U
Undo your last action	CTRL + Z

	Unhide columns	CTRL + SHIFT + )
	Unhide rows	CTRL + SHIFT + (
Internet Explorer	Close the current window	CTRL + W
	Find	CTRL + F
	Open the Favorites Bar	CTRL + I
	Open the History Bar	CTRL + H
	Open the Open dialog box	CTRL + O
	Open the Organize Favorites Box	CTRL + B
	Open the Print dialog box	CTRL + P
	Open the Search bar	CTRL + E
	Refresh the current web page	CTRL + R
	Start another instant of the browser with the same web address	CTRL + N
	Switch between tabs	CTRL + TAB
	Jump to a specific page	Ctrl/Command + J
	Open a new window	Ctrl/Command + N
	Close the current window	Ctrl/Command + W
	Close all open windows	Ctrl/Command + Shift + W
	Rotate clockwise	Ctrl/Command + R
	Rotate counterclockwise	Ctrl/Command + Shift + R
	Zoom in	Ctrl/Command + + (Plus)
	Zoom out	Ctrl/Command + - (Minus)
	Fit page	Ctrl/Command + 0
	Actual size	Ctrl/Command + 1
	Fit width	Ctrl/Command + 2
	Fit visible	Ctrl/Command + 3
	Full Screen Mode	Ctrl/Command + L
	Find	Ctrl/Command + F
	Show/hide the Properties bar	Ctrl/Command + E
	Preferences	Ctrl/Command + K
	Show/hide menu bar	F9
	Show/hide toolbars	F8
	Open Page Thumbnails	Ctrl/Command + Shift + T
	Advanced Search	Ctrl/Command + Shift + F
	Document Properties	Ctrl/Command + D

Adobe/Acrobat

Save As	Ctrl/Command + Shift + S
Open	Ctrl/Command + O
Save	Ctrl/Command + S
Undo	Ctrl/Command + Z
Redo	Ctrl/Command + Y
Text Insertion Tool	Ctrl/Command + Alt + I
Underline Text Tool	Ctrl/Command + Alt + U
Highlight Text Tool	Ctrl/Command + Alt + J
Strikethrough Text Tool	Ctrl/Command + Alt + S
Sticky Note Tool	Ctrl/Command + 6
Stamp Tool	Ctrl/Command + 7
Open the Comment pane	Ctrl/Command + Shift + O
Deselect all comments	Ctrl/Command + Shift + A
Add a comment	Ctrl/Command + Alt + M
Attach a file	Ctrl/Command + Shift + K
Activate Read Out Loud	Ctrl/Command + Shift + 5
Read the current page only	Ctrl/Command + Shift + V
Read to end of document	Ctrl/Command + Shift + B
Read previous page	Ctrl/Command + Shift + N
Read next page	Ctrl/Command + Shift + Y
Hand Tool	Ctrl/Command + H
Select Tool	Ctrl/Command + I
Find Again	Ctrl/Command + G
Document Restrictions Summary	Ctrl/Command + Shift + I
Snap to Grid	Ctrl/Command + M
Create PDF from Scanner	Ctrl/Command + Shift + N
Revert View	Ctrl/Command + Alt + V
Create PDF from Web Page	Ctrl/Command + T
Close current tab (for tabbed browsing)	Ctrl/Command + F4
Reopen last closed tab (for tabbed browsing)	Ctrl/Command + Shift + T
Print	Ctrl/Command + P
Duplicate a tab (for tabbed browsing)	Ctrl/Command + Shift + D
Increase/decrease scale of form fields	Ctrl/Command + '+'/'-'
Distribute form	Ctrl/Command + Shift + R

Show/hide floating toolbar in form editing mode	Ctrl/Command + F8
Toggle automatic form field recognition	Ctrl/Command + Shift + U