

# Activity Shortcut Keys

## Windows System Key Combinations

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Program Key Combinations
- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic
- Mouse Click/Keyboard Modifier Combinations for Shell Objects
- SHIFT+right click: Displays a shortcut menu containing alternative commands
- SHIFT+double click: Runs the alternate default command (the second item on the menu)
- ALT+double click: Displays properties
- SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin
- General Keyboard-Only Commands
- F1: Starts Windows Help
- F10: Activates menu bar options
- SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
- CTRL+ESC: Opens the Start menu (use the ARROW keys to select an item)
- CTRL+ESC or ESC: Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
- ALT+DOWN ARROW: Opens a drop-down list box
- ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
- ALT+SPACE: Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
- ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)
- CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program
- ALT+underlined letter in menu: Opens the menu
- ALT+F4: Closes the current window
- CTRL+F4: Closes the current Multiple Document Interface (MDI) window
- ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window)
- Shell Objects and General Folder/Windows Explorer Shortcuts
- For a selected object:
- F2: Rename object
- F3: Find all files
- CTRL+X: Cut
- CTRL+C: Copy
- CTRL+V: Paste
- SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin
- ALT+ENTER: Open the properties for the selected object

## Universal Office Shortcuts (can be used in Access Excel Outlook PowerPoint or Word)

Copy CTRL+C  
Find and replace CTRL+F  
Paste CTRL+V  
Print CTRL+P  
Save CTRL+S  
Undo CTRL+Z  
Open CTRL+O  
Select all (Excel: when you are not entering or editing a formula) CTRL+A  
Bold Text CTRL+B  
Italicize CTRL+I  
Underline CTRL+U  
Insert a hyperlink (Not in Access) CTRL+K

## Access 2000

Display the database window F11  
Insert a carriage return in a memo or text field CTRL+ENTER  
Insert the current time CTRL+;  
Insert the data from the same field in the previous record CTRL+'  
Insert today's date CTRL+;  
Open a new database CTRL+N  
Open an existing database CTRL+O  
Switch between the Visual Basic Editor and the previous active window ALT+F11  
Undo the changes you have made to the current field ESC  
Undo the changes you have made to the current record ESC ESC (press ESC twice)

## Excel 2000

Alternate between displaying cell values and displaying cell formulas CTRL+' (single left quotation mark)  
Calculate all sheets in all open workbooks F9  
Calculate the active worksheet SHIFT+F9  
Create a chart that uses the current range F11 or ALT+F1  
Display the **Format Cells** dialog box CTRL+1  
Display the **Go To** dialog box F5  
Fill the selected cell range with the current entry CTRL+ENTER  
Insert the current time CTRL+;  
Insert today's date CTRL+;  
Move to the beginning of the worksheet CTRL+HOME  
Move to the last cell on the worksheet, which is the cell at the intersection of the rightmost used column and the bottommost used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1  
CTRL+END  
Paste a function into a formula SHIFT+F3  
Select the current column CTRL+SPACEBAR  
Select the current row SHIFT+SPACEBAR  
When you enter a formula, display the **Formula Palette** after you type a function name CTRL+A

## PowerPoint 2000

Apply subscript formatting CTRL+EQUAL SIGN (=)  
Apply superscript formatting CTRL+PLUS SIGN (+)  
Capitalize SHIFT+F3  
Delete a word CTRL+BACKSPACE  
Demote a paragraph ALT+SHIFT+RIGHT ARROW  
Insert a hyperlink CTRL+K  
Insert a new slide CTRL+M  
Italicize CTRL+I  
Make a duplicate of the current slide CTRL+D  
Open the **Font** dialog box CTRL+T  
Promote a paragraph ALT+SHIFT+LEFT ARROW  
Repeat your last action F4 or CTRL+Y  
Start a slide show F5  
Switch to the next pane (clockwise) F6  
Switch to the previous pane (counterclockwise) SHIFT+F6  
View guides CTRL+G

## Word 2000

Change case SHIFT+F3  
Delete a word CTRL+BACKSPACE  
Go to page, section, line, etc. CTRL+G  
Go to the beginning of the document CTRL+HOME  
Go to the end of the document CTRL+END  
Open the thesaurus SHIFT+F7  
Repeat your last action F4 or CTRL+Y  
Select to the beginning of the document CTRL+SHIFT+HOME  
Select to the end of the document CTRL+SHIFT+END