

Paul Holm's Keyboard Shortcut List



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Key	Function
[Start]	Start
[Start] B	Set Focus to System Tray
[Start] D	Show Desktop
[Start] E	Explorer
[Start] F	Find
[Start] L	Switch User/Lock Computer
[Start] M	Minimize All
[Start] R	Run
[Start] U	Utility Manager
[Start] [Break]	System Properties
[Start] [F1]	Help and Support Center
[Start] [Tab]	Set Focus to Taskbar
[Ctrl] [Esc] ≈ [Start]	
[Shift] [F10] ≈ (Context Menu Button)	
[Ctrl] Z	Undo
[Ctrl] Y	Redo
[Ctrl] X	Cut
[Ctrl] C	Copy
[Ctrl] V	Paste
[Ctrl] B	Bold
[Ctrl] I	Italics
[Ctrl] U	Underline
[Ctrl] L	Left Align
[Ctrl] E	Center
[Ctrl] R	Right Align
[Ctrl] J	Justify
[Ctrl] A	Select All
[Ctrl] P	Print
[Ctrl] F	Find
[Ctrl] G	Go To
[Ctrl] H	Replace
[Ctrl] N	New
[Ctrl] O	Open
[Ctrl] S	Save
[Ctrl] W	Close

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Key	Function
[F1]	Help
[F2]	Rename
[F3]	Find
[F4]	Location
[F5]	Refresh
[F6]	Window
[F10]	Menu Bar
[Alt] [F4]	Exit Program
[Ctrl] [F4]	Close Window
[Alt] [Tab]	Scroll Windows
[Alt] [Esc]	Next Window
[Alt] [Enter]	Properties
[Alt] [Space]	Program Menu
[Alt] [-]	Window Menu
[Ctrl] [Shift] [Esc]	Task Manager
[Ctrl] [Alt] [Del]	Windows Security

Microsoft OneNote 2003:

 N	New Side Note
 S	Copy Screen to New Side Note

Microsoft Outlook 2003:

[F9]	Send/Receive
[Ctrl] [Shift] A	New Appointment
[Ctrl] [Shift] C	New Contact
[Ctrl] D or [Del]	Delete
[Ctrl] E	Find
[Ctrl] [Shift] F	Advanced Find
[Ctrl] F	Forward
[Ctrl] G	Go to Date (Calendar)
[Ctrl] [Shift] M	New Mail Message
[Ctrl] Q	Mark as Read (Mail)
[Ctrl] R	Reply
[Ctrl] U	Mark as Unread (Mail)
[Ctrl] [Shift] V	Move to Folder (Mail)
[Ctrl] 1	Mail
[Ctrl] 2	Calendar
[Ctrl] 3	Contacts

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Key **Function**

Microsoft Word:

[F1]	Help
[Ctrl] [F2]	Print Preview
[F3]	AutoText
[Shift] [F3]	Change Case
[F4]	Repeat
[F5]	Go To
[F7]	Check Spelling and Grammar
[Alt] [F7]	Next Misspelling
[Shift] [F7]	Thesaurus
[Alt] [Shift] [F7]	Translation
[F8]	Select
[F9]	Update Fields
[F12]	Save As
[Ctrl] D	Font
[Ctrl] K	Hyperlink
[Ctrl] M	Indent
[Ctrl] Q	Reset Paragraph Formatting
[Ctrl] T	Hanging Indent
[Alt] Click	Research Toolbar
[Ctrl] [Shift] C	Copy Formatting
[Ctrl] [Shift] F	Font Select
[Ctrl] [Shift] G	Word Count
[Ctrl] [Shift] O	Research Lookup
[Ctrl] [Shift] P	Font Size Select
[Ctrl] [Shift] R	Word Recount
[Ctrl] [Shift] S	Style Select
[Ctrl] [Shift] V	Paste Formatting
[Ctrl] [Enter]	Page Break

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Key **Function**

Microsoft Internet Explorer:

[F11].....Full Screen
[Alt] [Enter] (in Address Bar)..... Open Site New Tab
[Alt] [Home] Home Page
[Alt] [Left] Back
[Alt] [Right] Forward
[Alt] D..... Address Bar
[Alt] N..... Information Bar
[Esc] Stop
[Ctrl] [Enter] (in Address Bar) Add www. and .com to address bar
[Ctrl] [Tab] Scroll Tabs
[Ctrl] D..... Add to Favorites/Bookmark
[Ctrl] E Search
[Ctrl] H..... History
[Ctrl] I..... Favorites
[Ctrl] N..... New Window
[Ctrl] T New Tab

Windows Media Player:

[Ctrl] B..... Back
[Ctrl] F Forward
[Ctrl] H..... Shuffle
[Ctrl] P Play/Pause
[Ctrl] S Stop
[Ctrl] T Repeat
[Alt] [Enter] Full Screen Video/Visualization
[F3] Search for Media Files
[F8] Mute
[F9] Volume Down
[F10]..... Volume Up