

Shortcuts of

Windows

Ms-Word

Ms-Excel

Ms-PPT



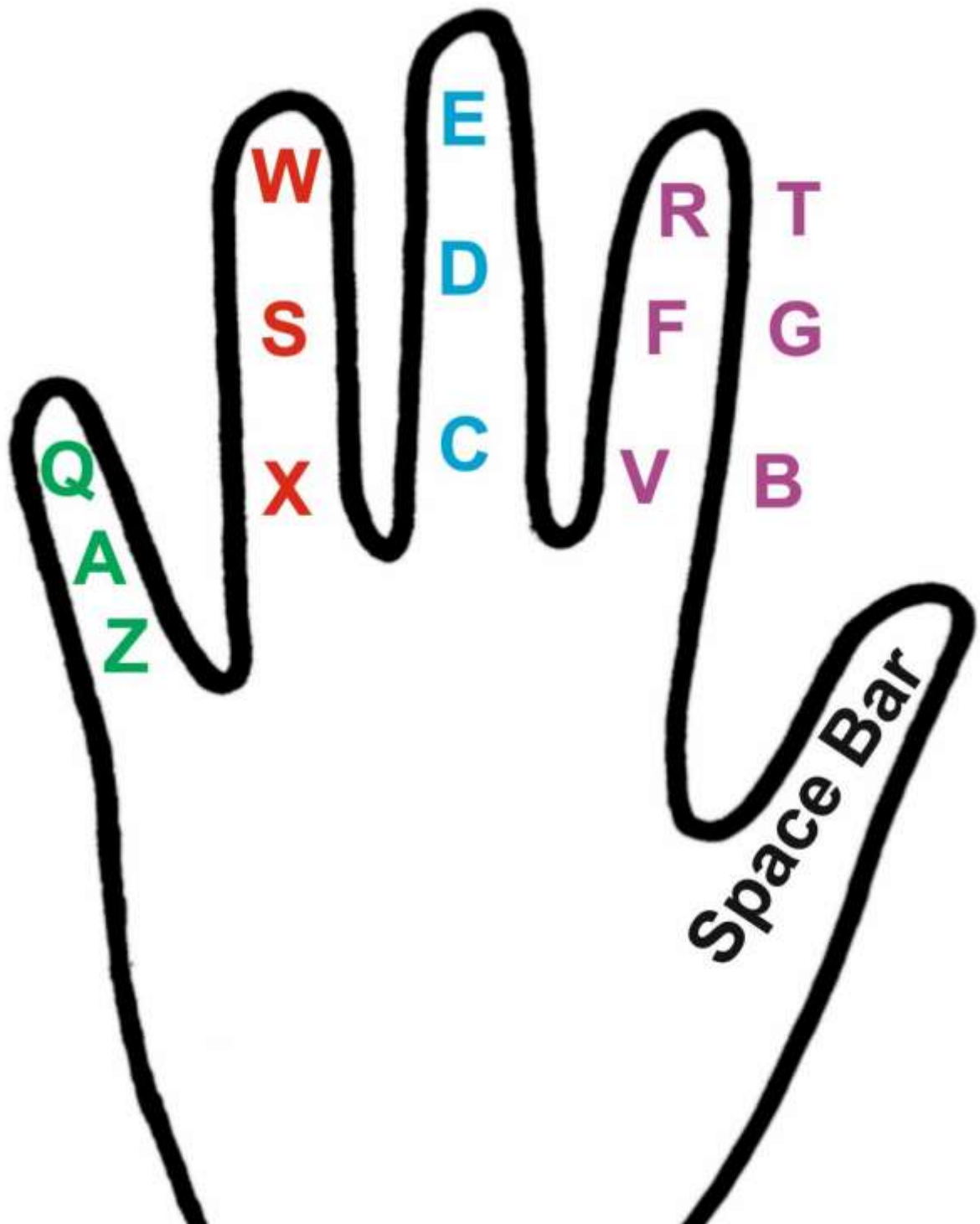


SHORTCUT	DESCRIPTION
1. Winword	Ms-word
2. Excel	Ms-excel
3. Powerpnt	Ms-power point
4. Calc	Run Calculator
5. Cmd	Run command prompt
6. Iexplore	Run Internet Explorer
7. Controle panel	Open control panel
8. %programfiles%	Open program files folder
9. Charmap	Character map
10. Osk	On screen keyboard
11. Magnify	Windows magnifier
12. Wmplayer	Windows media player
13. Write/wordpad	Word pad
14. Notepad	Run notepad
15. Mspaint	Run paint

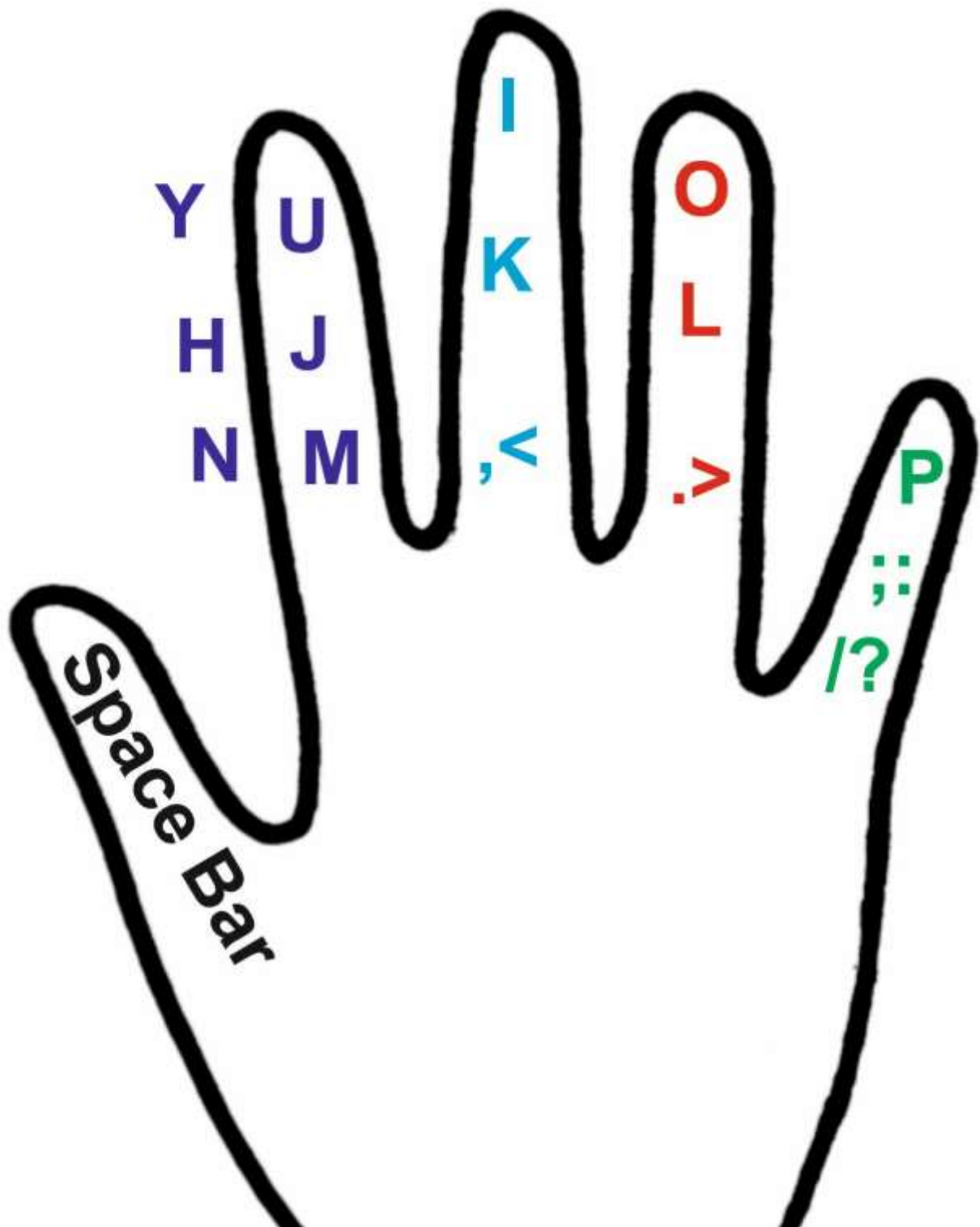
Magic of Window  keys

Shortcut	Description
 + E	Open Windows Explorer
 + F	Open Find File Dialog box
 + R	Opens Run
 + M	Minimize all Open Windows
 + Shift + M	Maximize all Open Windows
 + F	Open Find Computer dialog box
 + F1	Display Windows Help
 + Tab	Cycle through task bar
 + Pause/Break	Opens system properties dialog box

The quick brown fox jumps over little lazy dog.



Draw your hand and write keys on it



Draw your hand and write keys on it

MOUSE SHORTCUTS

Mouse shortcuts	Description
Click, hold, and drag	Selects text from click ,hold and drag the point
Double-click	Selects the complete word.
Triple-click	Selects the all paragraph.
Ctrl + Mouse wheel	Zooms in / Zoom out of document.

FUNCTION KEYS

Shortcut	Description
F1	Display Help or the Office Assistant
F2	Select the text box containing an object or text
F4	Repeats the last presentation action (Edit > Repeat)
F5	Runs the presentation (View > Slide Show)
F6	Moves to the next pane in the presentation (clockwise)
F7	Displays the (Tools > Spelling) dialog box
F10	Toggles the activation of the Menu Bar
F12	Displays the (File > Save As) dialog box



Ms-Word Shortcuts

Shortcuts A to Z

SHORTCUTs	DESCRIPTION
1. Ctrl + O	Toggles 6pts of spacing before a paragraph.
2. Ctrl + A	Select all
3. Ctrl + B	Bold
4. Ctrl + C	Copy
5. Ctrl + D	Open the <u>font</u> window.
6. Ctrl + E	Centre Alignment
7. Ctrl + F	Find Window
8. Ctrl + G, (F5)	Go to Window
9. Ctrl + H	Replace Window
10. Ctrl + I	<i>Italic</i>
11. Ctrl + J	justify Alignment
12. Ctrl + K	<u>hyperlink</u> .
13. Ctrl + L	Left Alignment
14. Ctrl + M	Indent the paragraph.
15. Ctrl + N	Opens new/blank document
16. Ctrl + O, (Alt+Ctrl+F2)	Opens File
17. Ctrl + P, (Ctrl+Shift+F12)	Print the document
18. Ctrl + Q	Remove paragraph formatting
19. Ctrl + R	Right Alignment
20. Ctrl + S, (Shift+F12)	Save.
21. F12, (Alt-F-A)	Save with a different name.
22. Ctrl + T	Hanging indent.
23. Ctrl+U / Ctrl+Shift+W	Apply underline formatting / <u>Underline format</u>
24. Ctrl + V, (Shift + Insert)	<u>Paste</u> .
25. Ctrl + W	Close Document.
26. Ctrl + X	<u>Cut</u>
27. Ctrl + Y	Redo the last action
28. Ctrl + Z	Undo last action.
29. Ctrl + Shift+L	create a bullet point.
30. Ctrl + Shift+F	Change the font.
31. Ctrl + Shift+> or <	Increase or Decrease font +2pts
32. Ctrl +]	Increase font +1pts.
33. Ctrl + [	Decrease font +1pts.
34. Ctrl + / + c	Insert a cent sign (¢).
35. Ctrl + ' + e	an accent (grave) mark, (é)
36. Ctrl + Shift + *	View or hide non printing characters.
37. Ctrl + ← or → or ↑ or ↓	Moves one word to the left or right or up or down
38. Ctrl + Del	Deletes word to right of cursor.
39. Ctrl + Backspace	Deletes word to left of cursor.
40. Ctrl + End or Home	Moves the cursor to the end or beginning of the document.
41. Ctrl + Spacebar	Reset highlighted text to the default font.
42. Ctrl + 1	Single-space lines.
43. Ctrl + 2	Double-space lines.
44. Ctrl + 5	1.5-line spacing.
45. Ctrl + Alt + 1 or 2 or 3	Changes text to heading 1 or Heading 2 or Heading 3

SHORTCUTs	DESCRIPTION
46. Ctrl + F1	Open the <u>Task Pane</u> .
47. Ctrl + F2	Display the <u>print preview</u> .
48. Ctrl + Shift + F6	Switches to another open Ms-Word document.
49. F1	Open Help.
50. F4	Repeat the last action performed
51. F7	Spellcheck and grammar check
52. F12	Save As.
53. Shift + F3	Change Case (uppercase /lowercase/ Sentence case)
54. Shift + F7	Runs a Thesaurus check
55. Shift + Enter	Create a <u>soft break</u> instead of a new paragraph.
56. Shift + Alt + D	Insert the current date.
57. Shift + Alt + T	Insert the current time.
58. Alt+Ctrl+S	Split a window or remove the split view
59. Ctrl+Alt+O	Outline View
60. Ctrl+Alt+N	Draft View
61. Alt+Q	Go to the "Tell me what you want to do" box
62. Home or End	Move to the beginning or End of the current line
63. Page Up/Page Down	Move up or down one screen
64. Ctrl+Page Up/Page Down	Move to the previous or next browse object
65. Ctrl+G / F5	Open the Find dialog box with the "Go To" tab selected.
66. Shift+F5	Cycle through the last three locations .
67. Shift+Left/Right Arrow	Extend current selection by 1character to the left/ right
68. Ctrl+Shift+ ← or →	Extend current selection by one word to left or right
69. Shift+ ↑ or ↓	Extend selection up o down one line
70. Ctrl+Shift+ ↑ or ↓	Extend selection to the beginning or end of paragraph
71. Shift+End	Extend selection to the end of the line
72. Shift+Home	Extend selection to the beginning of the line
73. Ctrl+Shift+Home/End	Extend selection to the beginning or end of document
74. Shift+Page Down/Page Up	Extend selection down or up one screen
75. F8	Enter selection mode.
76. Delete	Delete one character to the right
77. Ctrl+Shift+D	Apply double underline formatting
78. Ctrl+=	Apply subscript formatting
79. Ctrl+Shift++	Apply superscript formatting
80. .Ctrl+Shift+A	Formats all letters as uppercase
81. Ctrl+Shift+K	Formats all letters as lowercase
82. Ctrl+Space	Removes all manual formatting from a selection
83. Ctrl+Shift+S	Open a popup window for applying styles
84. Ctrl+Shift+N	Apply the normal paragraph style
85. Alt+Ctrl+1	Apply the Heading 1 style
86. Alt+Ctrl+2	Apply the Heading 2 style
87. Alt+Ctrl+3	Apply the Heading 3 style
88. Ctrl+Shift+L	Apply the List style
89. Ctrl+Enter	Insert a page break
90. Ctrl+Shift+Enter	Insert a column break
91. Alt+Ctrl+C	Insert a copyright symbol ©
92. Alt+Ctrl+R	Insert a registered trademark symbol ®

SHORTCUTs	DESCRIPTION
93. Alt+Ctrl+T	Insert a trademark symbol ™
94. Alt+Shift+Left/Right Arrow	Move heading to the left/right
95. Alt+Shift+Up/Down Arrow	Move the line with insertion point up or down in outline
96. Tab	Move to the next cell in a row and Add/insert a new row
97. Shift+Tab	Move to the previous cell in a row
98. Alt+Home/End	Move to the first or last cell in a row
99. Alt+Page Up/Page Down	Move to the first or last cell in a column
100. Shift+Up/Down Arrow	Move to the previous or next row

How to start Ms-word

Window + R = Run and Type **WINWORD**

Microsoft Word

FILE		
 Info New Open Save Save As Print Share Export Close	? Info ? New Open Save Save As Print Close	Protect Document? Encrypt with password (Ctrl+N) (Ctrl+O) (Ctrl+S) (F12) (Ctrl+P) (Alt+F4) / (Alt+F+C)

Minimize	
Maximize	
Restore	
Close	
Undo	
Redo	

Ms-Excel

Notes



SHORTCUTs	DESCRIPTION
Function Keys	
1. F1	Opens the Help menu.
2. F2	Edits the selected cell.
3. F3	After a name has been created, F3 will paste names.
4. F4	Repeats last action.
5. F5	Goes to a specific cell. For example, C6.
6. F6	Move to the next pane.
7. F7	Spell check selected text or document.
8. F8	Enters Extend Mode.
9. F9	Recalculates every workbook.
10. F10 or Alt	Turn key tips on or off
11. F11	Creates a chart from selected data.
12. F12	Save as.
Ctrl + Numbers	
13. Ctrl+0	Hide the selected columns
14. Ctrl+1	Changes the format of the selected cells.
15. Ctrl+2	Bolds all cells in the highlighted section.
16. Ctrl+3	Puts italics all cells in the highlighted section.
17. Ctrl+4	Underlines all cells in highlighted section.
18. Ctrl+5	Puts a striketrough in cells
19. Ctrl+6	Shows or hides objects.
20. Ctrl+7	Shows or hides the toolbar.
21. Ctrl+8	Toggles the outline symbols.
22. Ctrl+9	Hides rows.
Ctrl + Functions	
23. Ctrl+F1	Show or hide the ribbon
24. Ctrl + F2	To open the print preview window.
25. Ctrl + F3	To open the name manager.
26. Ctrl+Shift+F3	Creates names by using those of either row or
27. Ctrl + F4	Closes current Window.
28. Ctrl+F5	Restores window size.
29. Ctrl+F6	Next workbook.
30. Ctrl+Shift+F6	Previous workbook.
31. Ctrl+F7	Moves the window.
32. Ctrl+F8	Resizes the window.
33. Ctrl+F9	Minimize current window.
34. Ctrl + Alt + F9	To force calculate all workbooks.
35. Ctrl+F10	Maximize currently selected window.
36. Ctrl+F11	Inserts a macro sheet.
37. Ctrl+F12	Opens a file.
38. Ctrl+Shift+F12	Prints the current worksheet.
Ctrl of A to Z	
39. Ctrl+Shift+A	Inserts argument names into a formula.
40. Ctrl + D	To fill Down.
41. Ctrl+Shift+F	Opens the drop-down menu for fonts.

42. Ctrl + G	Display 'Go To' dialog box
43. Ctrl + L	To open the create table dialog box.
44. Ctrl+Shift+O	Selects all of the cells that contain comments.
45. Ctrl+Shift+P	Opens the drop-down menu for point size.
46. Ctrl + R	To fill Right
47. Ctrl+T	Insert Table
48. Ctrl+Shift+U	Expand or collapse the formula bar
49. Ctrl + W	To close your current workbook.

Shift + Functions

50. Shift+F1	Opens the "What's This?" window.
51. Shift+F2	Allows the user to edit a cell comment.
52. Shift+F3	Opens the Excel formula window.
53. Shift+F5	Brings up a search box.
54. Shift+F6	Move to previous pane.
55. Shift+F8	Add to selection.
56. Shift+F9	Performs calculate function on activesheet.

Alt + Functions

57. Alt+F1	Inserts a chart.
58. Alt+Shift+F1	Creates a new worksheet.
59. Alt+F2	Save as.
60. Alt+Shift+F2	Saves the current worksheet.
61. Alt+F4	Exits Excel.
62. Alt+F8	Opens the macro dialog box.
63. Alt+F11	Opens the Visual Basic editor.

Ctrl + Combinations

64. Ctrl+Shift+:	Enters the current time .
65. Ctrl+;	Enters the current date.
66. Ctrl+`	Changes between cell values or formulas
67. Ctrl+'	Copies a formula from the cell above.
68. Ctrl+Shift+''	Copies value from cell above.
69. Ctrl+-	Deletes the selected column or row.
70. Ctrl+Shift+=	Inserts a new column or row.
71. Ctrl+Shift+~	Switches between showing formulas or their values
72. Ctrl+Shift+@	Applies time formatting.
73. Ctrl+Shift+!	Applies comma formatting.
74. Ctrl+Shift+\$	Applies currency formatting.
75. Ctrl+Shift+#	Applies date formatting.
76. Ctrl+Shift+%	Applies percentage formatting.
77. Ctrl+Shift+^	Applies exponential formatting.

78. Ctrl+Shift+*	Selects the current region around the active cell.
79. Ctrl+Shift+&	Places border around selected cells.
80. Ctrl+Shift+_	Removes a border.
81. Ctrl+Shift+(	Unhide rows.
82. Ctrl+Shift+)	Unhide columns.
83. Ctrl+Enter	Fills the selected cells with the current entry.
84. Ctrl+Spacebar	Selects the entire column.
85. Ctrl+Shift+Spacebar	Selects the entire worksheet.
86. Ctrl+Home or End	Move to cell A1(1 st Column) Or XFD(Last Column)
87. Ctrl+Tab	Move between Two or more open Excel files.
88. Ctrl+Shift+Tab	Activates the previous workbook.
89. Ctrl + Shift +Home	Extend selection to first cell (A1)
90. Ctrl +Shift + End	Extend selection to last used cell
91. Ctrl+Alt+\$	₹ Indian Rs. Symbol
92. Ctrl+Shift+%	Apply percent format
93. Ctrl+Shift+\$	Apply Dollar format
94. Ctrl+Shift+L	Toggle Autofill
95. Ctrl + Drag with Black +	Drag and Copy
96. Ctrl +Shift +Drag	Move data down/Right
97. Ctrl+Drag	Drag to Duplicate worksheet
98. Ctrl + ;	To enter the current date in a cell.
99. Ctrl+` or space before = or F2	view formulas in a cell.
100. Ctrl + -	To delete columns or rows (window).
101. Ctrl + Shift + Tab	To switch to the previous workbook.
102. Ctrl+Space	Select the entire column
103. Ctrl+Shift+Space or Ctrl+A	Select the entire worksheet
104. Ctrl+ Click	Select different-different cells
105. Ctrl + Shift + → or ← or ↑ or ↓	Extend selection to the last cell right/left/up/down
106. Ctrl+Home or End	Move to the beginning or Bottom of a worksheet
107. Ctrl+Page Up/Down	Move to the previous or next
108. Ctrl+ ← or →	Move to First or last Column (XFD-16384)
109. Ctrl+Up/Down Arrow	Move to first or Last Row (1048576)

Alt + Combinations

110. Alt+Q	Search box for help
111. Alt+Tab	Cycles through applications.
112. Alt+Spacebar	Opens the system menu.
113. Alt+Backspace	Undo.
114. Alt+Enter	While typing text in a cell, will move to the next line,
115. Alt+=	Creates a formula to sum all of the above cells.
116. Alt+'	Allows formatting on a dialog box.

117. Alt+Page Up/Down	Move one screen to the right or left
118. Alt+Drag	Data drag from one worksheet to another
119. Alt + Shift + PgDn	Extend selection right one screen
120. Alt + Shift + PgUp	Extend selection left one screen
121. Alt+ Down Arrow	Active Filter
122. Alt+=	Auto Sum
123. Alt+I+C	column Insert Left
124. Alt+I+R	Row Insert Up
125. Alt+H+D+C	Delete the current column
126. Alt+H+D+R	Delete the current Row
127. Alt+H+H	Select a fill color
128. Alt+H+B	Add a border
129. Alt+H+U+S	Auto Sum {=SUM(range) }
130. Alt+H+U+A	Average {=AVERAGE(range) }
131. Alt+H+U+C	Count {=COUNT(range) }
132. Alt+H+U+M	Maximum {=MAX(range) }
133. Alt+H+U+I	Minimum {=MIN(range) }
134. Alt+H+U+F	More Functions will open.
135. Alt + F + C	To close and save your workbook.
136. Alt + Y + W	To know what's new in Microsoft Excel.

Shift + Combinations

137. Shift+Enter	move up in active cell
138. Shift+Tab	move left inactive cell
139. Shift + → or ← or ↑ or ↓	Extend selection one cell right / left / up / down
140. Shift+ ← or →	Extend the cell selection to the left or right
141. Shift+Space	Select the entire row
142. Shift + PgUp or PgDn	Extend selection up / Down one screen
143. Shift+Click	Add adjacent cells to selection
144. Shift + Home	Extend selection to start of row
145. Shift+Tab	Go to the previous cell
146. Shift+Insert	Pastes what is stored on the clipboard.
147. Shift+Page Up or down	In a single column, select all column Up or Down.
148. Shift+Home or End	Highlights all text to the left or Right of the cursor.
149. Shift + → or ← or ↑ or ↓	Extends highlighted area right/left/up/down one
150. Tab	Go to the next cell

-----X-----X-----X-----X-----X-----X-----



Ms-Power Point Notes

USEFUL SHORTCUT KEYS IN POWERPOINT

Shortcut	Description
1. F5	Runs the presentation (View > Slide Show)
2. Ctrl+D	Duplicate the selected object or slide
3. Ctrl + Shift + H	Ungroups the currently selected object / shape
4. Ctrl+M	Insert a new slide
5. Ctrl+P	Annotate with the Pen tool during a slideshow
6. Ctrl+Alt+V	Open the Paste Special dialog box
7. Ctrl + Shift + Tab	Toggles between the Outline tab/ Slides tab/Normal view.
8. Ctrl + Spacebar	Remove manual formatting the text back
9. Ctrl + Escape	Displays the Start Menu
10. Ctrl + T	Displays the (Format > Font) dialog box
11. Ctrl+Tab	Switch between open presentations
12. Ctrl+F1	Show or hide the ribbon
13. Ctrl + Shift + F6	Move to the previous presentation window ??
14. Shift + F9	Toggles the display of Guide Lines
15. Shift + Enter	Enters a line break (Soft break)
16. Shift+F5	Start the presentation from the current slide
17. Shift+Tab	Select or move to the previous object on a slide
18. Alt + Shift + F4	Closes all the PPT and exits PPT (File > Exit)
19. Alt + Shift + 1	Show Heading 1 (Outline view)
20. Alt + Shift + 9	Expands all text in the presentation (Outline view)
21. Alt + S	Send presentation as an email ??
22. Alt + K	Check the names in email against the address book ??
23. Alt + Tab	Toggles between all your open applications
24. Alt + Shift + Tab	Toggles backwards between all your open applications
25. Alt + Shift + ← or →	Promotes / Demotes a paragraph (Outline view)
26. Alt + Shift + ↑ or ↓	Moves the selected paragraphs up/ Down (Outline view)
27. Alt + Shift + +	Expands the text below a heading (Outline view)
28. Alt + Shift + -	Collapses the text below a heading (Outline view)
29. Alt + Escape	Switches to the next program
30. Alt+Q	Go to the "Tell me what you want to do" box
31. Alt+W,Q	Open the Zoom dialog box to change the zoom
32. Alt+N,P	Insert a picture
33. Alt+H,S,H	Insert a shape
34. Alt+H,L	Select a slide layout
35. Print Screen	Copies a picture of whole screen to the clipboard
36. Alt + Print Screen	Copies a picture of active window to the clipboard
37. N or Page Down	Advance to the next slide during a slideshow
38. P or Page Up	Return to the previous slide during a slide show
39. B	Change screen black during slideshow; press B again
40. Esc	End the slideshow

-----X-----X-----X-----X-----X-----X-----X-----