Al-Mustaqbal university

Engineering technical college

Department of Building &Construction Engineering

Computer principles

First class

Lecture No.5

Assist. Lecture

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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

	Underlined text	CTRL + U
	Undo your last action	CTRL + Z
Microsoft Excel	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