Ctrl+0	Toggles 6pts of spacing above the paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt+F, A	Save the document under a different file name.
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a bullet point.
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[	Decrease selected font -1pts.

Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (acute) mark, where <char> is the character you want. wanted an accented é you would use **Ctrl+'+e** as your shortcut key. To reverse the acce opposite accent mark, often found on the tilde key.
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the Task Pane.
Ctrl+F2	Display the print preview.
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the *Find*, *Replace*, and *Go To* window in Microsoft Word.

F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Like Ctrl+S.
Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

You can also utilize the mouse to perform some common actions. The following section contains examples of mouse shortcuts.

Mouse shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-clicking a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line makes the alignment of or right aligned.
Double-click	Double-clicking anywhere after text on a line sets a tab stop.
Triple-click	Selects the line or paragraph of the text where the mouse is triple-clicked.
Ctrl+Mouse wheel	Zooms in and out of document.

List of basic computer shortcut keys:

- Alt + F--File menu options in the current program.

- Alt + E--Edits options in the current program.

- F1--Universal help (for any sort of program).

- Ctrl + A--Selects all text.

- Ctrl + X--Cuts the selected item.

- Ctrl + Del--Cut selected item.

- Ctrl + C--Copy the selected item.

- Ctrl + Ins-- Copy the selected item.

- Ctrl + V--Paste the selected item.

- Shift + Ins -- Paste the selected item.

- Home -- Takes the user to the beginning of the current line.

- Ctrl + Home--Go to the beginning of the document.

- End -- Go to the end of the current line.

- Ctrl + End -- Go to the end of a document.

- Shift + Home -- Highlight from current position to beginning of the line.

- Shift + End -- Highlight from current position to end of the line.

- Ctrl + (Left arrow) -- Move one word to the left at a time.

- Ctrl + (Right arrow) -- Move one word to the right at a time.

Microsoft Windows shortcut keys list

- Alt + Tab -- Switch between open applications.

- Alt + Shift + Tab -- Switch backward between open applications.

- Alt + Print Screen -- Create screenshot for the current program.

- Ctrl + Alt + Del -- Reboot/Windows task manager.

- Ctrl + Esc -- Bring up the start menu.

- Alt + Esc -- Switch between applications on the taskbar.

- F2 -- Rename selected icon.

- F3 -- Start find from the desktop.

- F4 -- Open the drive selection when browsing.

- F5 -- Refresh contents.

- Alt + F4 -- Close current open program.

- Ctrl + F4 -- Close window in program.

- Ctrl + Plus Key-- Automatically adjust widths of all columns in Windows Explorer.

- Alt + Enter -- Open properties window of selected icon or program.

- Shift + F10 -- Simulate right-click on selected item.

- Shift + Del -- Delete programs/files permanently.

- Holding Shift During Boot up -- Boot safe mode or bypass system files.

- Holding Shift During Boot up -- When putting in an audio CD, will prevent CD Player from playing.

Word shortcut keys

- Ctrl + A -- Select all contents of the page.

- Ctrl + B -- Bold highlighted selection.
- Ctrl + C -- Copy selected text.
- Ctrl + X -- Cut selected text.
- Ctrl + N -- Open new/blank document.
- Ctrl + O -- Open options.
- Ctrl + P -- Open the print window.
- Ctrl + F -- Open find box.
- Ctrl + I -- Italicise highlighted selection.
- Ctrl + K -- Insert link.
- Ctrl + U -- Underline highlighted selection.
- Ctrl + V -- Paste.
- Ctrl + Y -- Redo the last action performed.
- Ctrl + Z -- Undo last action.
- Ctrl + G -- Find and replace options.
- Ctrl + H -- Find and replace options.
- Ctrl + J -- Justify paragraph alignment.
- Ctrl + L -- Align selected text or line to the left.
- Ctrl + Q -- Align selected paragraph to the left.
- Ctrl + E -- Align selected text or line to the center.
- Ctrl + R -- Align selected text or line to the right.
- Ctrl + M -- Indent the paragraph.
- Ctrl + T -- Hanging indent.
- Ctrl + D -- Font options.
- Ctrl + Shift + F -- Change the font.
- Ctrl + Shift + > -- Increase selected font +1.
- Ctrl +] -- Increase selected font +1.
- Ctrl + [-- Decrease selected font -1.
- Ctrl + Shift + * -- View or hide non printing characters.
- Ctrl + (Left arrow) -- Move one word to the left.
- Ctrl + (Right arrow) -- Move one word to the right.
- Ctrl + (Up arrow) -- Move to the beginning of the line or paragraph.
- Ctrl + (Down arrow) -- Move to the end of the paragraph.
- Ctrl + Del -- Delete word to the right of the cursor.

- Ctrl + Backspace -- Delete word to the left of the cursor.

- Ctrl + End -- Move cursor to end of the document.

- Ctrl + Home -- Move cursor to the beginning of the document.

- Ctrl + Space -- Reset highlighted text to default font.

- Ctrl + 1 -- Single-space lines.

- Ctrl + 2 -- Double-space lines.

- Ctrl + 5 -- 1.5-line spacing.

- Ctrl + Alt + 1 Change text to heading 1.

- Ctrl + Alt + 2 Change text to heading 2.

- Ctrl + Alt + 3 Change text to heading 3.

- F1 -- Open help.

- Shift + F3 -- Change case of selected text.

- Shift + Insert -- Paste.

- F4 -- Repeat the last action performed (Word 2000+).

- F7 -- Spell check selected text and/or document.

- Shift + F7 -- Activate the thesaurus.

- F12 -- Save as.

- Ctrl + S -- Save.

- Shift + F12 -- Save.

- Alt + Shift + D -- Insert the current date.

- Alt + Shift + T -- Insert the current time.

- Ctrl + W -- Close document.

Excel shortcut keys

- F2 -- Edit the selected cell.

- F5 -- Go to a specific cell.

- F7 -- Spell check selected text and/or document.

- F11 -- Create chart

- Ctrl + Shift + ; -- Enter the current time.

- Ctrl + ; -- Enter the current date

- Alt + Shift + F1 -- Insert new worksheet.

- Shift + F3 -- Open the Excel formula window.

- Shift + F5 -- Bring up the search box

- Ctrl + A -- Select all contents of a worksheet.
- Ctrl + B -- Bold highlighted selection.
- Ctrl + I -- Italicize highlighted selection.
- Ctrl + C -- Copy selected text.
- Ctrl + V -- Paste
- Ctrl + D -- Fill
- Ctrl + K -- Insert link
- Ctrl + F -- Open find and replace options.
- Ctrl + G -- Open go-to options.
- Ctrl + H -- Open find and replace options.
- Ctrl + U -- Underline highlighted selection.
- Ctrl + Y -- Underline selected text.
- Ctrl + 5 -- Strikethrough highlighted selection.
- Ctrl + O -- Open options.
- Ctrl + N -- Open new document.
- Ctrl + P -- Open print dialog box.
- Ctrl + S -- Save.
- Ctrl + Z -- Undo last action.
- Ctrl + F9 -- Minimize current window.
- Ctrl + F10 -- Maximize currently selected window.
- Ctrl + F6 -- Switch between open workbooks/windows.
- Ctrl + Page up & Page Down -- Move between Excel worksheets in the same document.
- Ctrl + Tab -- Move between two or more open Excel files
- Alt + = -- Create the formula to sum all of the above cells.
- Ctrl + -- Insert the value of above cell into the current cell.
- Ctrl + Shift + ! -- Format number in comma format.
- Ctrl + Shift + $ -- Format number in currency format.
- Ctrl + Shift + # -- Format number in date format.
- Ctrl + Shift + % -- Format number in percentage format.
- Ctrl + Shift + ^ -- Format number in scientific format.
- Ctrl + Shift + @ -- Format number in time format.
- Ctrl + (Right arrow) -- Move to next section of text.
- Ctrl + Space -- Select entire column.

- Shift + Space -- Select entire row.

- Ctrl + W -- Close document.

Outlook shortcut keys

- Alt + S -- Send the email.

- Ctrl + C -- Copy selected text.

- Ctrl + X -- Cut selected text.

- Ctrl + P -- Open print dialog box.

- Ctrl + K -- Complete name/email typed in address bar.

- Ctrl + B -- Bold highlighted selection.

- Ctrl + I -- Italicize highlighted selection.

- Ctrl + U -- Underline highlighted selection.

- Ctrl + R -- Reply to an email.

- Ctrl + F -- Forward an email.

- Ctrl + N -- Create a new email.

- Ctrl + Shift + A -- Create a new appointment to your calendar.

- Ctrl + Shift + O -- Open the outbox.

- Ctrl + Shift + I -- Open the inbox.

- Ctrl + Shift + K -- Add a new task.

- Ctrl + Shift + C -- Create a new contact.

- Ctrl + Shift+ J -- Create a new journal entry.

WINKEY shortcuts:

- WINKEY + D -- Bring desktop to the top of other windows.

- WINKEY + M -- Minimize all windows.

- WINKEY + SHIFT + M -- Undo the minimize done by WINKEY + M and WINKEY + D.

- WINKEY + E -- Open Microsoft Explorer.

- WINKEY + Tab -- Cycle through open programs on the taskbar.

- WINKEY + F -- Display the Windows Search/Find feature.

- WINKEY + CTRL + F -- Display the search for computers window.

- WINKEY + F1 -- Display the Microsoft Windows help.

- WINKEY + R -- Open the run window.

- WINKEY + Pause /Break -- Open the system properties window.

- WINKEY + U -- Open utility manager.

- WINKEY + L -- Lock the computer (Windows XP & later).