



Quietech Associates, Inc.  
 309 Neal Street  
 Grass Valley, CA 95945

BASIC SHORTCUT KEYS		WORD® SHORTCUT KEYS		EXCEL® SHORTCUT KEYS	
Alt + F	File menu options in current program	Ctrl + A	Select all contents of the page	F2	Edit the selected cell
Alt + E	Edit options in current program	Ctrl + B	Bold highlighted selection	F5	Go to a specific cell
F1	Universal help (for all programs)	Ctrl + C	Copy selected text	F7	Spell check selected text and/or document
Ctrl + A	Select all text	Ctrl + X	Cut selected text	F11	Create chart
Ctrl + X	Cut selected item	Ctrl + N	Open new/blank document	Ctrl + Shift + ;	Enter the current time
Shift + Del	Cut selected item	Ctrl + O	Open options	Ctrl + ;	Enter the current date
Ctrl + C	Copy selected item	Ctrl + P	Open the print window	Alt + Shift + F1	Insert new worksheet
Ctrl + Ins	Copy selected item	Ctrl + F	Open find box	Shift + F3	Open the Excel® formula window
Ctrl + V	Paste	Ctrl + I	Italicize highlighted selection	Shift + F5	Bring up search box
Shift + Ins	Paste	Ctrl + L	Align selected text or line to the left	Ctrl + A	Select all contents of worksheet
Home	Go to beginning of current line	Ctrl + K	Insert link	Ctrl + B	Bold highlighted selection
Ctrl + Home	Go to beginning of document	Ctrl + U	Underline highlighted selection	Ctrl + I	Italicize highlighted selection
End	Go to end of current line	Ctrl + V	Paste	Ctrl + C	Copy selected text
Ctrl + End	Go to end of document	Ctrl + Y	Redo the last action performed	Ctrl + V	Paste
Shift + Home	Highlight from current position to beginning of line	Ctrl + Z	Undo last action	Ctrl + D	Fill
Shift + End	Highlight from current position to end of line	Ctrl + G	Find and replace options	Ctrl + K	Insert link
Ctrl + ←	Move one word to the left at a time	Ctrl + H	Find and replace options	Ctrl + F	Open find and replace options
Ctrl + →	Move one word to the right at a time	Ctrl + J	Justify paragraph alignment	Ctrl + G	Open go-to options
<b>MICROSOFT® WINDOWS® SHORTCUT KEYS</b>		Ctrl + L	Align selected text or line to the left	Ctrl + H	Open find and replace options
Alt + Tab	Switch between open applications	Ctrl + Q	Align selected paragraph to the left	Ctrl + U	Underline highlighted selection
Alt + Shift + Tab	Switch backwards between open applications	Ctrl + E	Align selected text or line to the center	Ctrl + Y	Underline selected text
Alt + Print Screen	Create screen shot for current program	Ctrl + R	Align selected text or line to the right	Ctrl + 5	Strikethrough highlighted selection
Ctrl + Alt + Del	Reboot/Windows® task manager	Ctrl + M	Indent the paragraph	Ctrl + O	Open options
Ctrl + Esc	Bring up start menu	Ctrl + T	Hanging indent	Ctrl + N	Open new document
Alt + Esc	Switch between applications on taskbar	Ctrl + D	Font options	Ctrl + P	Open print dialog box
F2	Rename selected icon	Ctrl + Shift + F	Change the font	Ctrl + S	Save
F3	Start find from desktop	Ctrl + Shift + >	Increase selected font +1	Ctrl + Z	Undo last action
F4	Open the drive selection when browsing	Ctrl + ]	Increase selected font +1	Ctrl + F9	Minimize current window
F5	Refresh contents	Ctrl + Shift + <	Decrease selected font -1	Ctrl + F10	Maximize currently selected window
Alt + F4	Close current open program	Ctrl + [	Decrease selected font -1	Ctrl + F6	Switch between open workbooks/windows
Ctrl + F4	Close window in program	Ctrl + Shift + *	View or hide non printing characters	Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer	Ctrl + ←	Move one word to the left	Ctrl + Tab	Move between two or more open Excel® files
Alt + Enter	Open properties window of selected icon or program	Ctrl + →	Move one word to the right	Alt + =	Create formula to sum all of above cells
Shift + F10	Simulate right-click on selected item	Ctrl + ↑	Move to beginning of the line or paragraph	Ctrl + '	Insert value of above cell into current cell
Shift + Del	Delete programs/files permanently	Ctrl + ↓	Move to the end of the paragraph	Ctrl + Shift + !	Format number in comma format
Holding Shift During Bootup	Boot safe mode or bypass system files	Ctrl + Del	Delete word to right of cursor	Ctrl + Shift + \$	Format number in currency format
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing	Ctrl + Backspace	Delete word to left of cursor	Ctrl + Shift + #	Format number in date format
<b>WINKEY SHORTCUTS</b>		Ctrl + End	Move cursor to end of document	Ctrl + Shift + %	Format number in percentage format
WINKEY + D	Bring desktop to the top of other windows	Ctrl + Home	Move cursor to beginning of document	Ctrl + Shift + ^	Format number in scientific format
WINKEY + M	Minimize all windows	Ctrl + Space	Reset highlighted text to default font	Ctrl + Shift + @	Format number in time format
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D	Ctrl + 1	Single-space lines	Ctrl + →	Move to next section of text
WINKEY + E	Open Microsoft Explorer	Ctrl + 2	Double-space lines	Ctrl + Space	Select entire column
WINKEY + Tab	Cycle through open programs on taskbar	Ctrl + 5	1.5-line spacing	Shift + Space	Select entire row
WINKEY + F	Display the Windows® Search/Find feature	Ctrl + Alt + 1	Change text to heading 1	Ctrl + W	Close document
WINKEY + CTRL + F	Display the search for computers window	Ctrl + Alt + 2	Change text to heading 2	<b>OUTLOOK® SHORTCUT KEYS</b>	
WINKEY + F1	Display the Microsoft® Windows® help	Ctrl + Alt + 3	Change text to heading 3	Alt + S	Send the email
WINKEY + R	Open the run window	F1	Open help	Ctrl + C	Copy selected text
WINKEY + Pause / Break	Open the system properties window	Shift + F3	Change case of selected text	Ctrl + X	Cut selected text
WINKEY + U	Open utility manager	Shift + Insert	Paste	Ctrl + P	Open print dialog box
WINKEY + L	Lock the computer (Windows XP® & later)	F4	Repeat last action performed (Word 2000+)	Ctrl + K	Complete name/email typed in address bar
		Shift + F7	Activate the thesaurus	Ctrl + B	Bold highlighted selection
		F12	Save as	Ctrl + I	Italicize highlighted selection
		Ctrl + S	Save	Ctrl + U	Underline highlighted selection
		Shift + F12	Save	Ctrl + R	Reply to an email
		Alt + Shift + D	Insert the current date	Ctrl + F	Forward an email
		Alt + Shift + T	Insert the current time	Ctrl + N	Create a new email
		Ctrl + W	Close document	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

## SPECIAL CHARACTERS

<b>a</b> A	<b>b</b> B	<b>c</b> C	<b>d</b> D	<b>e</b> E	<b>f</b> F	<b>g</b> G	<b>h</b> H	<b>i</b> I	<b>j</b> J	<b>k</b> K	<b>l</b> L	<b>m</b> M	<b>n</b> N
<b>o</b> O	<b>p</b> P	<b>q</b> Q	<b>r</b> R	<b>s</b> S	<b>t</b> T	<b>u</b> U	<b>v</b> V	<b>w</b> W	<b>x</b> X	<b>y</b> Y	<b>z</b> Z	<b>A</b> Shift+A	<b>B</b> Shift+B
<b>C</b> Shift+C	<b>D</b> Shift+D	<b>E</b> Shift+E	<b>F</b> Shift+F	<b>G</b> Shift+G	<b>H</b> Shift+H	<b>I</b> Shift+I	<b>J</b> Shift+J	<b>K</b> Shift+K	<b>L</b> Shift+L	<b>M</b> Shift+M	<b>N</b> Shift+N	<b>O</b> Shift+O	<b>P</b> Shift+P
<b>Q</b> Shift+Q	<b>R</b> Shift+R	<b>S</b> Shift+S	<b>T</b> Shift+T	<b>U</b> Shift+U	<b>V</b> Shift+V	<b>W</b> Shift+W	<b>X</b> Shift+X	<b>Y</b> Shift+Y	<b>Z</b> Shift+Z	<b>1</b> 1	<b>2</b> 2	<b>3</b> 3	<b>4</b> 4
<b>5</b> 5	<b>6</b> 6	<b>7</b> 7	<b>8</b> 8	<b>9</b> 9	<b>0</b> 0	<b>!</b> Shift+1	<b>@</b> Shift+2	<b>#</b> Shift+3	<b>\$</b> Shift+4	<b>%</b> Shift+5	<b>^</b> Shift+6	<b>&amp;</b> Shift+7	<b>*</b> Shift+8
<b>(</b> Shift+9	<b>)</b> Shift+0	<b>,</b> ,	<b>.</b> .	<b>;</b> ;	<b>:</b> Shift+;	<b>-</b> -	<b>/</b> /	<b>?</b> Shift+/ Shift+?	<b>'</b> '	<b>“</b> Shift+' Shift+“	<b>¡</b> Alt+0161	<b>¿</b> Alt+0191	<b>—</b> Alt+0173
<b>+</b> Shift+=	<b>×</b> Alt+0215	<b>÷</b> Alt+0247	<b>=</b> =	<b>±</b> Alt+0177	<b>&lt;</b> Shift+,	<b>&gt;</b> Shift+.	<b>[</b> [	<b>]</b> ]	<b>{</b> Shift+[	<b>}</b> Shift+]	<b>'</b> Alt+0145	<b>'</b> Alt+0146	<b>“</b> Alt+0147
<b>”</b> Alt+0148	<b>&lt;</b> Alt+0139	<b>&gt;</b> Alt+0155	<b>«</b> Alt+0171	<b>»</b> Alt+0187	<b>,</b> Alt+0130	<b>”</b> Alt+0132	<b>—</b> Alt+0151	<b>~</b> Shift+~	<b>\</b> Shift+\	<b> </b> Shift+	<b>_</b> Shift+_	<b>...</b> Alt+0133	<b>°</b> Alt+0176
<b>·</b> Alt+0183	<b>•</b> Alt+0149	<b>ä</b> Alt+0228	<b>â</b> Alt+0226	<b>á</b> Alt+0225	<b>à</b> Alt+0224	<b>ã</b> Alt+0227	<b>â</b> Alt+0229	<b>ë</b> Alt+0235	<b>ê</b> Alt+0234	<b>é</b> Alt+0233	<b>è</b> Alt+0232	<b>ï</b> Alt+0239	<b>î</b> Alt+0238
<b>í</b> Alt+0237	<b>ì</b> Alt+0236	<b>ö</b> Alt+0246	<b>ô</b> Alt+0244	<b>ó</b> Alt+0243	<b>ò</b> Alt+0242	<b>õ</b> Alt+0245	<b>ü</b> Alt+0252	<b>û</b> Alt+0251	<b>ú</b> Alt+0250	<b>ù</b> Alt+0249	<b>Ä</b> Alt+0196	<b>Â</b> Alt+0194	<b>Á</b> Alt+0193
<b>À</b> Alt+0192	<b>Ã</b> Alt+0195	<b>Å</b> Alt+0197	<b>Ë</b> Alt+0203	<b>Ê</b> Alt+0202	<b>É</b> Alt+0201	<b>È</b> Alt+0200	<b>Ï</b> Alt+0207	<b>Î</b> Alt+0206	<b>Í</b> Alt+0205	<b>Ì</b> Alt+0204	<b>Ö</b> Alt+0214	<b>Ô</b> Alt+0212	<b>Ó</b> Alt+0211
<b>Ò</b> Alt+0210	<b>Õ</b> Alt+0213	<b>Ü</b> Alt+0220	<b>Û</b> Alt+0219	<b>Ú</b> Alt+0218	<b>Ù</b> Alt+0217	<b>ç</b> Alt+0231	<b>Ç</b> Alt+0199	<b>ñ</b> Alt+0241	<b>Ñ</b> Alt+0209	<b>ø</b> Alt+0248	<b>Ø</b> Alt+0216	<b>β</b> Alt+0223	<b>æ</b> Alt+0230
<b>Æ</b> Alt+0198	<b>œ</b> Alt+0156	<b>Œ</b> Alt+0140	<b>ÿ</b> Alt+0255	<b>ÿ</b> Alt+0159	<b>ª</b> Alt+0170	<b>º</b> Alt+0186	<b>™</b> Alt+0168	<b>ˆ</b> Alt+0136	<b>ˆ</b> Alt+0180	<b>ˆ</b> Alt+0152	<b>ˆ</b> Alt+0175	<b>ˆ</b> Alt+0184	
<b>£</b> Alt+0163	<b>¥</b> Alt+0165	<b>f</b> Alt+0131	<b>¢</b> Alt+0162	<b>¤</b> Alt+0164	<b>©</b> Alt+0169	<b>®</b> Alt+0174	<b>™</b> Alt+0153	<b>‰</b> Alt+0137	<b>μ</b> Alt+0181	<b>§</b> Alt+0167	<b>†</b> Alt+0134	<b>‡</b> Alt+0135	<b>¶</b> Alt+0182

