

Power User Guide: Best-Loved Keyboard Shortcuts

Attorney at Work Daily Dispatch

By Vivian Manning • Power User Column

You know that old chestnut from composer Burt Bacharach, “Make it easy on yourself, ‘cause breaking up is so very hard to do?” Well, that’s what I want you to do. I want you to break up with your mouse. And I’m going to show you how to make it easy on yourself, by giving you a list of the most common, useful keyboard shortcuts in Microsoft Windows, Internet Explorer, Word and Outlook.

You’re probably using a few of these shortcuts already, but a few will be new to you.

Why do I want you to break up with your mouse? I want you to work on improving your relationship with your loyal, hardworking keyboard. It can’t be clicking-and-dragging excitement all the time, you know! Sometimes that steady, faithful standby — your ever-suffering keyboard — is the best accessory for the job. Why? Because keeping your hands on your keyboard keeps you working more quickly than constantly reaching, reaching, reaching for that hard-to-get mouse. The closer you can stay to your keyboard home — and the less your hand strays over to that tempting mouse — the happier you’ll be in the long run.

You won’t find all these shortcuts useful — just browse through the lists to see what might work best for the way you work. And know that this is just the tip of the shortcut iceberg. If you want to know more, just press that F1 key for Help and type “Keyboard Shortcuts” in the Help search box.

You’ll find a treasure trove of ways to break up with your mouse.

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General Keyboard Shortcuts	
PRESS THIS	TO GET THIS ...
F1	Display Help (universal, because we all need help)
F3	Search for a file or folder (In Windows Explorer)
F5	Refresh the active window (In Windows and IE)
Ctrl+A	Select all items in a document or window
Ctrl+C	Copy the selected item (universal)
Ctrl+X	Cut (while copying) the selected item (universal)
Ctrl+V	Paste the selected item (universal)
Ctrl+Y	Redo an action (universal)
Ctrl+Z	Undo an action (universal)
Shift+Delete	Delete the selected item without sending to the Recycle Bin (Windows)
Alt+Tab	Switch between open programs (Windows)
Ctrl+Mouse scroll wheel	Change the zoom (universal in programs capable of zooming)
Ctrl+Esc	Open the Start menu (Windows)
Esc	Cancel the current task (universal)

Windows Logo Key Combos

PRESS THIS	TO GET THIS ...
Windows key	Open or close the Start menu
Windows key+D	Display the desktop
Windows key+M	Minimize all windows
Windows key+L	Lock your computer or switch users
Windows key+T	Cycle through programs on the taskbar
Windows key+Home	Minimize all but the active window

Internet Explorer Keyboard Shortcuts

PRESS THIS	TO GET THIS ...
Ctrl+T	Open a new tab
Ctrl+W	Close current tab
Ctrl+Shift+T	Reopen the last tab you closed
Ctrl+Tab	Switch between tabs
Ctrl+D	Add website to favorites
Ctrl+I	View favorites
Ctrl+F	Find text on the webpage
Alt+Home	Go to your home page
Esc	Stop downloading a page
Ctrl+P	Print the current page

Microsoft Word Keyboard Shortcuts	
PRESS THIS	TO GET THIS ...
Ctrl+N	New Document
Ctrl+O	Open Document
Ctrl+P	Print Document
Ctrl+W	Close Document
Ctrl+S	Save Document
Ctrl+F	Find text in document
Ctrl+B	Bold selected text
Ctrl+I	Italicize selected text
Ctrl+U	Underline selected text
Ctrl+L	Align left selected text
Ctrl+R	Align right selected text
Ctrl+E	Align centered selected text
Ctrl+J	Align justified selected text
Home	Cursor to beginning of line
End	Cursor to end of line
Ctrl+Home	Jump to beginning of page
Ctrl+End	Jump to the end of a page
F4	Repeat last action
Escape	Cancel
Ctrl+Enter	Manual Page Break
Alt+Shift+D	Today's Date

Outlook Keyboard Shortcuts	
PRESS THIS	TO GET THIS ...
Ctrl+1	Switch to Mail
Ctrl+2	Switch to Calendar
Ctrl+3	Switch to Contacts
Ctrl+4	Switch to Tasks
Ctrl+Shift+M	Create a message
Ctrl+Shift+A	Create an appointment
Ctrl+Shift+C	Create a contact
Ctrl+Shift+K	Create a task
Ctrl+Shift+I	Go to the Inbox folder
Ctrl+Shift+B	Open the Address Book
Ctrl+R	Reply
Ctrl+Shift+R	Reply All
Ctrl+F	Forward
Alt+S	Send a message (be careful with this one!)
F4	Find text in a message

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