

# ***Windows***

# ***Keyboard***

# ***Shortcuts***

*A user guide on what they are and how to use them.*

## Abstract

This user guide goes through some of the most commonly used keyboard shortcuts used. When we interact with a computer, some of the tasks we perform may be so repetitive and tedious that wasting time with longer mouse movements, mouse clicks and/or using the keyboard can and often decreases efficiency when working using a computer. Software companies have helped solve this issue by creating shortcuts that take milliseconds to perform when it would've normally have taken a user a few seconds to accomplish the same task. Keyboard shortcuts have evolved over time, new ones are continually being added as new features are introduced in new operating systems and applications. This guide introduces users of keyboard shortcuts by defining what the shortcuts are, the best ways to use them, and which ones are most practical and effective for specific tasks. This guide focuses on one of the most common operating systems for shortcuts and three of the most common applications used today. This guide does not contain a complete list of all shortcuts as there are too many applications and operating systems available which would make such a guide too massive to be an effective guide.

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## 1.0 Introduction

This section introduces the purpose of this guide, who it is for, and introduces what keyboard shortcuts are and used for.

### 1.1 Purpose of this guide

This guide's purpose is to instruct users on how to use keyboard shortcuts on Windows effectively. It teaches users what keyboard shortcuts are, and shortcuts for some of the most commonly used programs.

### 1.2 Who this guide is for

This guide is for users who have at least a basic understanding of computers and the Windows environment. This can also serve as a guide for even the most advanced users who need to refer on some commands or are looking for a refresher.

### 1.3 Intro to Keyboard Shortcuts

Keyboard shortcuts are simply a faster way of giving a computer instructions that would've taken longer or may be more tedious without.

#### 1.3.1 What are Keyboard Shortcuts?



*Figure 1: Modifier Keys (computer-148768\_960\_720, 2013)*

Ever wondered what those Ctrl, Alt, and function keys are all about? They're more than just filler keys to make your keyboard look more structured and lattice. Those keys expand your 101-key keyboard into over 500 possible keys using keyboard shortcuts! Keyboard shortcuts are a combination of 2 or more keys pressed simultaneously on the keyboard to initiate a command similar to one that involves using the mouse. As the name implies, keyboard shortcuts are simply faster, more efficient, and over all most practical than its counterpart.

### 1.3.2 Where can I use Keyboard Shortcuts?

You can use most shortcuts anywhere on the windows system. There are universal shortcuts (Section 2.0) and then there are application shortcuts (Sections 3.0, 4.0, and 5.0). Universal shortcuts can be used throughout the majority of the Windows operating system. Application shortcuts can be used within that specified application only. If you try to use a shortcut used for one application on another, most of the time it will not work or may be a different shortcut all together. However, most applications have adopted some shortcuts as a universal standard allowing them to be ubiquitous most everywhere.

### 1.4 How to use Keyboard Shortcuts

In order to use keyboard shortcuts, you'll first need a working keyboard connected to your computer. The way you invoke a shortcut is commonly by pressing at least 2 keys down at the same time normally using Ctrl, Alt, or the Windows key. One common mistake some users make is they think you need to press the keys down as quickly as possible at the same time. This is not the case; you are allowed to take a couple seconds to initiate your shortcut. Most users will actually first hold down the initiator key (ctrl, alt, windows key), and then the activator key (the last key that initiates the shortcut). E.g. In order to copy text (CTRL + C) you may first hold down the CTRL key for about a second while you press the "C" key. The rule of thumb here is as long as you press all the required keys down, you'll get the shortcut.

## 2.0 Universal Shortcuts

As described in Section 1.3.2, these shortcuts can be used throughout the majority of the Windows Operating System.

### 2.1 Most commonly used shortcuts

These next sections describe the most commonly used, Operating System wide shortcuts.

#### 2.1.1 Copy, cut and paste

##### **COPY**

You can copy/cut and paste objects throughout the Windows Operating System. Most commonly copied objects are text and images, but other objects may be copied as well.

To copy an object, highlight the item you wish to copy and then use the shortcut (CTRL + C).

##### **PASTE**

After you've copied your item, you'll want to paste it somewhere. This is where the paste shortcut comes in. To paste an object, you'll want to choose a destination source (if it's text, usually the destination source will be some sort of word processor such as Microsoft Word, Text Edit or text field), and then use the shortcut (CTRL + V).

##### **CUT**

Another method to moving text from one location to another is the cut feature. This feature will first copy the object you want and remove it from the originating source. It will then be temporarily stored in a virtual clipboard until you paste it into the destination source. To cut an object, use the shortcut (CTRL + X).

*Important:* When cutting an object, **the originating source will be REMOVED!** If you need to keep the originating source, always use copy instead.

Also note that with the cut feature, you'll not be able to use this feature on anything that is not editable. Meaning if you're wanting to move text from a webpage for example, using the cut shortcut won't do anything. You'll need to use copy for objects that you can't otherwise edit yourself. Cut is normally used in word processors.

#### 2.1.4 Switch between programs

There are a couple ways to switch between open programs or windows. The most common one is by using the Window Switcher.



## WINDOW SWITCHER

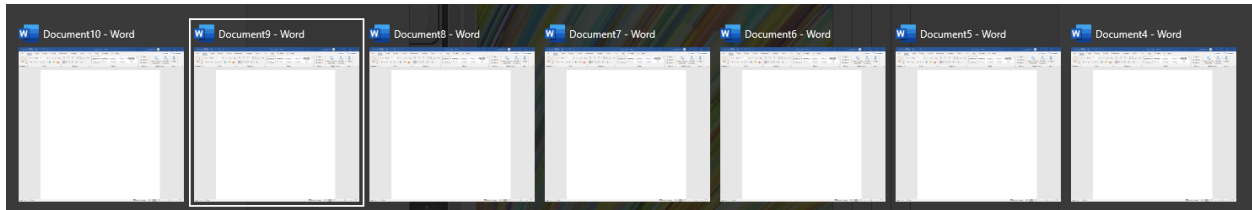


Figure 2: Window Switcher example (DeGrey, 2019)

This feature is great if you have a lot of open windows overlapping each other and need to switch between them frequently. To use the window switcher, press and hold (ALT + TAB). To move around the available windows, keep holding down ALT while you press TAB. Each time you press TAB, the selection will move one window from the right to the left and cycle through them with each TAB press. The way the window switcher organizes your windows is by the ones you've used last. This is very useful in the case there are two windows that you are switching between frequently as you can just push (ALT + TAB) once without holding down ALT. This will switch the window to the last used application.

## TASK VIEW

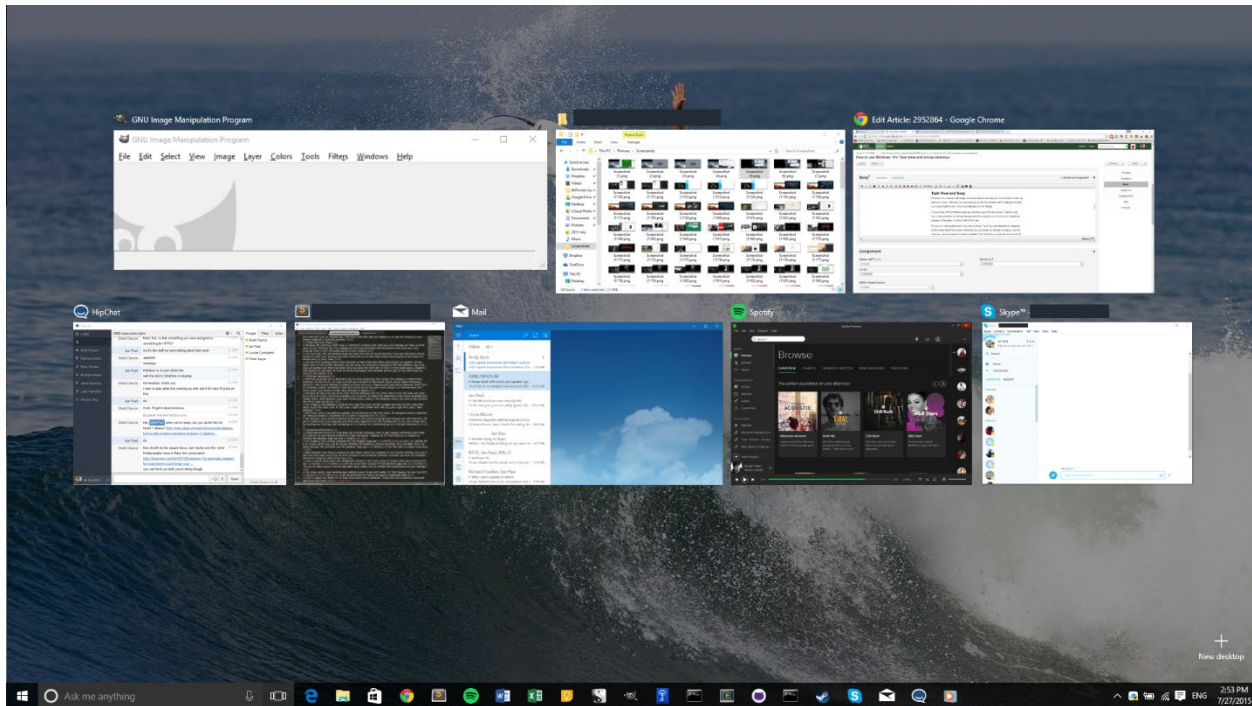


Figure 3: Task View example (Paul, 2015)

Task view (only supported in Windows 10) is very similar to the windows switcher. The difference is that task view provides you with more information. Task view is also more organized if you have multiple monitors setup as it will show you available windows for each individual monitor. Task view also has a timeline feature that shows you windows you've opened up earlier. You can also add a new blank desktop that can be used for multitasking or organizing. Task view also has a search feature as well.

To open task view, use the shortcut (WINDOWS KEY + TAB). Note that you do not have to hold anything down for this one.

### 2.1.5 Maximize/restore current window

If your wanting to maximize your current window (make full screen), you can do this simply with the shortcut (WINDOWS KEY + UP ARROW).

When your current window is maximized, you can restore the window back to its previously used size by using the shortcut (WINDOWS KEY + DOWN ARROW).

### 2.1.6 Help Menu

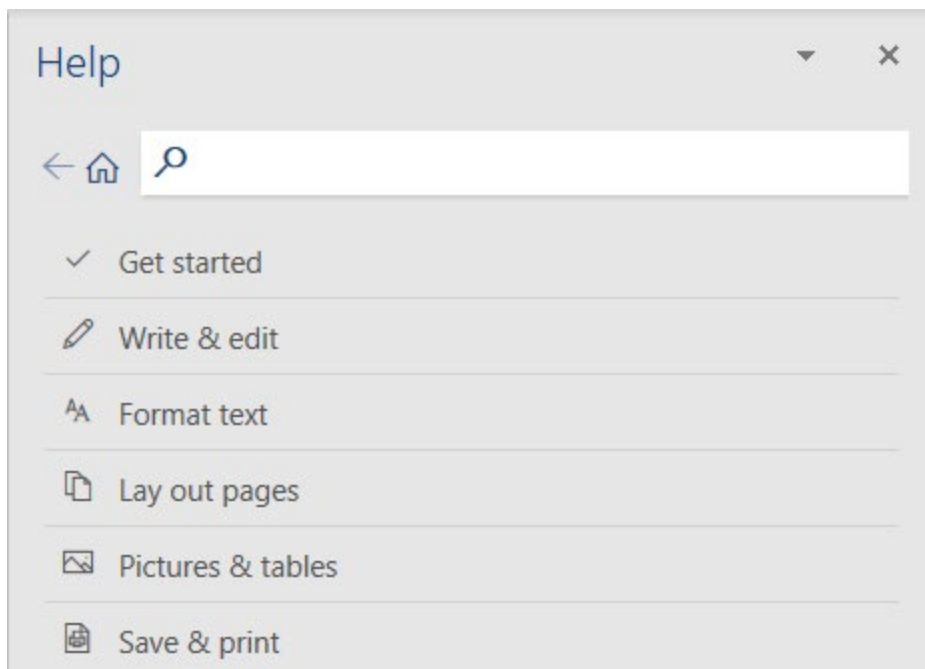


Figure 4: Screenshot of a typical Help menu. (DeGrey, 2019)

Sometimes if you're unsure on how to use a program or just need help in general, most applications support the Help Menu. This help menu will either pop up in a new window or somewhere within the current window. This help menu will normally consist of a search box where you can type in your help query. To use the help window, use the shortcut (F1).

### 2.1.7 Close current application

If you need to close out a window or application, you can do so with the shortcut (ALT + F4). This shortcut is useful if a program has stopped responding or if you're unable to find the close button on a window.

### 2.1.8 Show/hide the desktop

Whether you're just wanting to admire that awesome background you've downloaded or you're working on something confidential and someone walks by and you don't want them to look at your screen, you can quickly hide all windows and just display the desktop with the shortcut (WINDOWS KEY + D). Use this shortcut again to bring all the open windows back to their originating location and sizes.

### 2.1.9 Lock current user

Whenever you walk away from your computer, you should always lock it. To do this very quickly and easily, use the shortcut (WINDOW KEY + L). This will lock your current user or provide the option to switch to another user account.

### 2.1.10 Minimize all windows

This shortcut is much alike to 2.1.8 Show/hide the desktop in that it hides all windows by minimizing them. The main difference between this one and the other is that instead of just hiding active windows, it instead minimizes all windows. To show the windows again, you'll need to manually restore each window.

## 2.2 Less commonly used shortcuts

The next few sections defines shortcuts that are either not commonly used or not used very often.

### 2.2.1 Provide Feedback (Windows + F)

#### 1. Your feedback

Summarize your feedback

Explain in more detail (optional)

How to write good feedback?

#### 2. Category

#### 3. Additional details

*Figure 5: Screenshot of a typical Feedback window (DeGrey, 2019)*

This shortcut allows you to provide feedback to Microsoft on the Windows Operating System (available only in Windows 10). To open the feedback window, use the shortcut (WINDOWS KEY + F).

### 2.2.2 Open windows last used

This one is similar to 2.1.4 Switch between programs except that it will open the last window you've used without having to keep holding anything down. This is a quicker action then the one in 2.1.4. To open the window last used, use the shortcut (ALT +ESC).

### 2.2.3 Open context menu

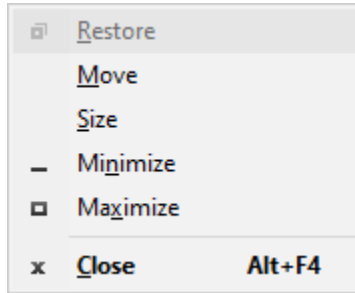


Figure 6: Context Menu example (DeGrey, 2019)

You can open the current windows context menu by using the shortcut (ALT + SPACE). Note that this is different from the cursor's context menu. This shortcut will open the current window's context menu normally located in the top left hand corner of the window and will refer to the current window's available options whereas a cursor's context menu will open at the cursor's point and will refer to wherever the cursor is at on the screen at that moment.

## 2.3 Advanced shortcuts

These sections are meant for advanced Windows users.

### 2.3.1 Open the Run menu

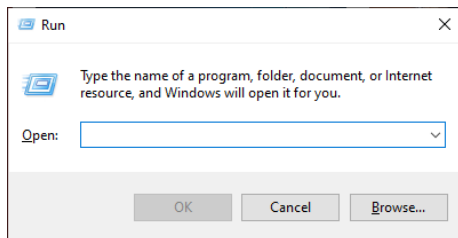


Figure 7: Default Run menu screenshot (DeGrey, 2019)

While not used very much anymore, using the run menu may still be useful for some users to start applications. To open the run menu, use the shortcut (WINDOWS KEY + R).

## 2.3.2 Open Task manager

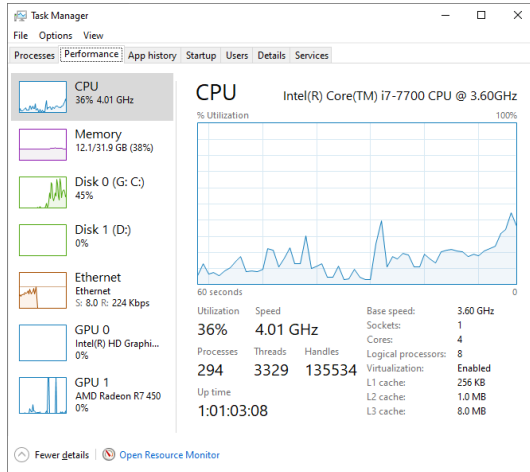


Figure 8: Task Manager in the performance tab (DeGrey, 2019)

This shortcut can be useful if you have multiple applications stuck or frozen and need to open task manager to kill those processes. To easily open task manager, use the shortcut (CTRL + SHIFT + ESC).

## 3.0 Microsoft Word Shortcuts

These next few sections list the most commonly used and some advanced shortcuts used in the popular word processor, Microsoft Word. Also note that many of the shortcuts listed in section 2.0 also work in Microsoft Word.

### 3.1 Commonly Used Shortcuts

These sections list the most commonly used shortcuts used in Microsoft Word.

#### 3.1.1 Copy, cut and paste

*For a more detailed guide on this section, please see section 2.1.1 Copy, cut and paste.*

When copying/cutting and pasting into Microsoft Word, you have a lot more options of objects to move around than in other applications. You can move around text, pictures, tables, charts, and can even move over text formatting.

To copy an object, use the shortcut (CTRL + C).

To cut an object, use the shortcut (CTRL + X).

To paste a copied/cut object, use the shortcut (CTRL + V).

#### 3.1.4 Open, save and new document

##### **OPENING A DOCUMENT**

When you first open Word, you'll most likely be greeted with a blank page. If you were working on a document before and would like to open it, you can use the open command by using the shortcut (CTRL + O).

##### **SAVING A DOCUMENT**

When working on a document, it is always important to save your work at least once every 2 minutes. This way if something critical happens to your computer such as a power outage or blue screen, the most work you will have lost is 2 minutes worth. To save your progress easily and quickly, use the shortcut (CTRL + S).

##### **CREATING A NEW DOCUMENT**

You can quickly and easily create a new blank document by using the shortcut (CTRL + N).

### 3.1.5 Undo and redo

#### **UNDO**

We all make mistakes and sometimes the mistakes we make are big ones that manually having to correct them would take some time. Luckily for us, Microsoft Word has an undo feature. This undo feature will undo any changes you've made recently up to a certain point. To undo, use the shortcut (CTRL + U).

#### **REDO**

Sometimes the mistake we've made was undoing the action we previously thought was a mistake. If you need to reverse an undo, you can use the redo feature by using the shortcut (CTRL + Y).

### 3.1.6 Whole page/document edits

Sometimes you'll need to edit an entire page or even the entire document all at once. You can do this with the following shortcuts.

#### **PAGE BREAK**

To insert a page break, use the shortcut (CTRL + ENTER).

#### **SELECT ALL TEXT**

This will select all text in the document and not just the current page. This is useful if you're needing to copy or cut everything in a document and paste it elsewhere. To select all text in a document, use the shortcut (CTRL + A).

#### **PRINT DOCUMENT**

You can send your document to a printer via the print dialog box. To open the print dialog box or to print a document, use the shortcut (CTRL + P).

#### **PARAGRAPH ALIGNMENT**

You can align paragraphs left, center or right using the following shortcuts:

To switch the paragraph alignment between left and center, use the shortcut (CTRL + E).

To switch the paragraph alignment between left and right, use the shortcut (CTRL + R).

To align a paragraph to left, use the shortcut (CTRL + L).

To switch the paragraph alignment between justified and left, use the shortcut (CTRL + J).



### 3.1.7 Font styles and text decorations

These next shortcuts outline quickly styling text on a document

#### **BOLD**

You can toggle **bold** text on and off quickly by using the shortcut (CTRL + B).

#### **ITALICIZE**

You can toggle *italicize* text on and off quickly by using the shortcut (CTRL + I).

#### **UNDERLINE**

You can toggle underline text on and off quickly by using the shortcut (CTRL + U).

### 3.1.8 Find on page

Let's say that you've finished composing a letter to a colleague and you've suddenly realized that you've been spelling their name wrong throughout the letter. You could go through the entire document finding and searching for each instance of their name and fixing it, but you risk accidentally skipping over one of the misspelled names. Instead, you can use an automated find and replace feature in Word by using the shortcut (CTRL + H). Even if you don't need to replace words in a document, you can search for a particular word or phrase in a document using the shortcut (CTRL + F).

## 3.2 Advanced Shortcuts

These next few sections are recommended for more advanced Microsoft Word users.

### 3.2.1 Dialog boxes

#### **FONT BOX**

This shortcut will open a dialog box that contains an advanced version of the font options. To open this dialog box, use the shortcut (CTRL + D).

#### **GO TO BOX**

If you need to quickly jump to a particular page or section in MS Word, you can do so by using the short cut (CTRL + G).

#### **CREATE HYPERLINK**

Sometimes you'll want to include a webpage URL or link to another document or section on the current document but don't want the super long URL mucking up your document's style. You can embed such a link with overlaying text using hyperlinks. To open the hyperlink dialog box, use the shortcut (CTRL + K).

### 3.2.2 Indenting paragraphs

You may want to quickly indent a paragraph from the left. You can do this by using the shortcut (CTRL + M). Note that this will indent the whole paragraph and not just the first line of a paragraph.

## 4.0 Microsoft Excel Shortcuts

These next few sections list the most commonly used and some advanced shortcuts used in the popular electronic spreadsheet, Microsoft Excel. Also note that many of the shortcuts listed in section 2.0 also work in Microsoft Excel.

### 4.1 Commonly Used Shortcuts

These shortcuts are the most commonly used shortcuts in Microsoft Excel.

#### 4.1.1 Copy, cut and paste

*For a more detailed guide on this section, please see section 2.1.1 Copy, cut and paste.*

When copying/cutting and pasting into Microsoft Excel, you have a lot more options of objects to move around than in other applications. You can move around text, pictures, tables, charts, and can even move over text formatting.

To copy an object, use the shortcut (CTRL + C).

To cut an object, use the shortcut (CTRL + X).

To paste a copied/cut object, use the shortcut (CTRL + V).

#### 4.1.4 Open, save and new document

##### **OPENING A DOCUMENT**

When you first open Excel, you'll most likely be greeted with a blank sheet. If you were working on a document before and would like to open it, you can use the open command by using the shortcut (CTRL + O).

##### **SAVING A DOCUMENT**

When working on a document, it is always important to save your work at least once every 2 minutes. This way if something critical happens to your computer such as a power outage or blue screen, the most work you will have lost is 2 minutes worth. To save your progress easily and quickly, use the shortcut (CTRL + S).

##### **CREATING A NEW DOCUMENT**

You can quickly and easily create a new blank sheet by using the shortcut (CTRL + N).

#### 4.1.5 Undo and redo

##### **UNDO**

We all make mistakes and sometimes the mistakes we make are big ones that manually having to correct them would take some time. Luckily for us, Microsoft Excel has an undo feature. This undo feature will undo any changes you've made recently up to a certain point. To undo, use the shortcut (CTRL + U).

##### **REDO**

Sometimes the mistake we've made was undoing the action we previously thought was a mistake. If you need to reverse an undo, you can use the redo feature by using the shortcut (CTRL + Y).

#### 4.1.6 Font styles and text decorations

##### **BOLD**

You can **bold** values in a cell by using the shortcut (CTRL + B).

##### **ITALICIZE**

You can *italicize* values in a cell by using the shortcut (CTRL + I).

##### **UNDERLINE**

You can underline values in a cell by using the shortcut (CTRL + U).

##### **STRIKETHROUGH**

You can ~~strikethrough~~ values in a cell by using the shortcut (CTRL + 5).

#### 4.1.7 Find on page

You can use an automated find and replace feature in Excel by using the shortcut (CTRL + H). Even if you don't need to replace words in a sheet, you can search for a particular word or phrase in a sheet using the shortcut (CTRL + F).

## 4.3 Advanced Shortcuts

These next shortcuts are meant for more advanced users of Microsoft Excel.

### 4.3.1 Dialog boxes

#### **HYPERLINK**

You can insert a hyperlink into a cell by using the shortcut (CTRL + K).

### 4.3.2 Cell Formats

You can quickly apply cell formats using the following shortcuts:

- Apply the number format by using the shortcut (CTRL + SHIFT + !).

- Apply the time format by using the shortcut (CTRL + SHIFT + @).

- Apply the date format by using the shortcut (CTRL + SHIFT + #).

- Apply the percentage format by using the shortcut (CTRL + SHIFT + %).

- Apply the currency format by using the shortcut (CTRL + SHIFT + \$).

- Apply the exponential format by using the shortcut (CTRL + SHIFT + ^).

### 4.3.3 Moving between sheets

You can quickly move between sheets by using shortcuts. To move to the next sheet in a workbook, use the shortcut (CTRL + PAGE DOWN). To move to the previous sheet in a workbook, use the shortcut (CTRL + PAGE UP).

### 4.3.4 Moving data regions

If you need to move between data regions in a workbook or sheet, you can quickly do so by using the shortcut (CTRL + ARROW KEY). In this case, which ever end you're looking to go, you will choose the respective arrow key for the direction you're wanting to travel.

## 5.0 Google Chrome Shortcuts

These are the most used shortcuts in Chrome.

### 5.1 Commonly Used Shortcuts

These are the most used shortcuts by users.

#### 5.1.1 Print page

If you need to print the current page, you can bring up the print window fast and easily by using the shortcut (CTRL + P).

#### 5.1.2 Save page as bookmark

You can quickly add a webpage to your bookmarks folder by using the shortcut (CTRL + D).

#### 5.1.3 Find on page

Sometimes you may be looking for a word or phrase in a web page that happens to be super long. You can easily sort through the page by using the shortcut (CTRL + F).

### 5.2 Less Commonly Used Shortcuts

These shortcuts aren't used very often by most users.

#### 5.2.1 Save current page

You can save and download the current webpage as an html file. This is useful if you want a full backup/archive of the current page. You can save the current page using the shortcut (CTRL + S).

#### 5.2.2 Close and open tabs/windows

If you're needing to close or open tabs or windows more quickly, you can do so with the following shortcuts.

- To close the current tab, use the shortcut (CTRL + W).

- To open a new tab, use the shortcut (CTRL + T).

- To open a new tab as a window, use the shortcut (CTRL + N).

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