

Cry for Help

Computer Tips & Tricks

Keyboard Shortcuts

have been around forever in windows and they have the ability to save a lot of time.

They do this by removing the need for you to reach for the mouse – if you don't have to, or maybe you have a laptop. There is normally more than one way to get a result in Word or Excel, and in fact nearly all desktop software, and simply by memorising a few simple keystrokes you will find yourself saving time.

The most common are;

Ctrl + s = save

Ctrl + p = print

Ctrl + x = cut (highlight the word first)

Ctrl + c = copy

Ctrl + v = paste

Ctrl + a = select ALL (files in a folder, or words in a document)

Ctrl + b = make bold

Ctrl + i = make italic

Ctrl + u = make underlined

Ctrl + l = make left justified

Ctrl + r = make right justified

Ctrl + e = make centre justified

Ctrl + j = make full justified

Ctrl + o = open a document

Ctrl + n = open a new one

Ctrl + d = change font

Ctrl + k = add a hyperlink

Ctrl + f = find

Ctrl + h = find & replace

Ctrl + right arrow = next word

Ctrl + left arrow = previous word

Shift + right arrow = highlight right

Shift + left arrow = highlight left

Tab = select the next field

Shift + Tab = select the previous field

The bottom line is, these are not always faster, but if it saves you taking your hand off the keyboard, it probably will be.

And finally when a "button" is highlighted blue, the return (or enter) key works the same as a mouse click.

Give it a go...

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