

BASIC SHORTCUT KEYS	
Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS	
Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from 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 Bootup	Boot safe mode or bypass system files
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing

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 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)

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	Italicize 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 + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of 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 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 search box
Ctrl + A	Select all contents of 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 formula to sum all of above cells
Ctrl + *	Insert value of above cell into 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 + →	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

Windows 8 New Keyboard Shortcuts

Microsoft Official Academic Course

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'Microsoft Official Academic Course' text.

Windows 8 New Keyboard Shortcuts:

70-687 Configuring Windows 8.1 Microsoft Official Academic Course,2014-07-14 This 70 687 Configuring Windows 8 1 textbook prepares students for the first of two required exams for the Microsoft Certified Solutions Associate MCSA Windows 8 certification Students master configuration or support for Windows 8 computers devices users and associated network and security resources Those in this IT Professional career field are prepared to work with networks configured as a domain based or peer to peer environment with access to the Internet and cloud services In addition these IT Professionals will have mastered the skills required to be a consultant full time desktop support technician or IT generalist who administers Windows 8 based computers and devices as a portion of their broader technical responsibilities Additional skills addressed including the recent 8 1 objectives in this textbook Install and Upgrade to Windows 8 Configure Hardware and Applications Configure Network Connectivity Configure Access to Resources Configure Remote Access and Mobility Monitor and Maintain Windows Clients Configure Backup and Recovery Options Additionally MOAC Labs Online can be purchased separately or with select sets for an additional charge MOAC Labs Online enable anytime anywhere real software on hosted servers MOAC Labs Online provides students with the ability to work on the actual software simply by connecting through their Internet Explorer web browser The MOAC IT Professional series is the Official from Microsoft turn key Workforce training program that leads to professional certification and was authored for college instructors and college students MOAC gets instructors ready to teach and students ready for work by delivering essential resources in 5 key areas Instructor readiness student software student assessment instruction resources and learning validation With the Microsoft Official Academic course program you are getting instructional support from Microsoft materials that are accurate and make course delivery easy

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Windows 8 is a complete game changer The operating system and its development platform offer you an entirely new way to create rich full featured Windows based applications This team of authors takes you on a journey through all of the new development features of the Windows 8 platform specifically how to utilize Visual Studio 2012 and the XAML C languages to produce robust apps that are ready for deployment in the new Windows Store Professional Windows 8 Programming Learn how to utilize XAML to create rich content driven user interfaces Make use of the new AppBar to create a chrome less menu system See how to support Sensors and Geo location on Windows 8 devices Integrate your app into the Windows 8 ecosystem with Contracts and Extensions Walks you through the new Windows 8 navigation system for multi page apps Minimize code with Data Binding and MVVM design patterns Features tips on getting your app ready for the Windows store Maximize revenue for your app by learning about available monetization strategies Ebook: Survey of Operating Systems Jane Holcombe, Charles Holcombe, 2014-10-16 McGraw Hill is proud to introduce the fourth edition of Jane and Charles Holcombe's Survey of Operating Systems This title provides an introduction to the most widely used desktop operating systems including Windows 8 Mac OS and Linux and includes a more visual approach with more illustrations and a more interactive approach with hands on activities to result in students building a successful foundation for IT success Microsoft Virtualization Secrets John Savill, 2012-07-13 Unbeatable advice and expert tips for evaluating designing and deploying virtualization solutions If you're an IT professional you know that virtualization is essential in today's computer infrastructures This valuable reference is your key to all things Microsoft virtualization Written by a Microsoft Most Valuable Professional MVP it breaks down all the various technologies what they mean to your organization in terms of saving money and solving problems and how to design and deploy various solutions effectively You'll find invaluable tips and information on such topics as Hyper V the changes that Windows 8 brings private cloud scenarios and more Written by well known 11 time Microsoft MVP Windows expert and Microsoft insider John Savill Provides practical advice and expert insights on understanding evaluating designing and deploying virtualization solutions Keeps you up to date with how Windows 8 and Windows Server 8 affect your virtualization processes Covers virtualization in all its forms machine application and user Explores the private cloud and public cloud and what they mean to your organization Focuses on Microsoft solutions such as Hyper V but also delves into Citrix Quest software AppSense and other Microsoft partner solutions Discusses bringing your own device requirements through VDI and session virtualization and which one is right Features video demonstrations and walkthroughs of some processes Microsoft Virtualization Secrets is like having a built in Microsoft expert on hand to help you avoid mistakes and save time **Audio Production Basics with Logic Pro X** Harry Gold, Ryan Rey, 2020-04-30 Learn the basics of recording editing and mixing using Logic Pro X a favorite audio platform of musicians everywhere Filled with tips and insights Audio Production Basics with Logic Pro X will guide you every step of the way With this book and the included media files you'll get practical hands on experience We cover everything from setting up your computer to the fundamentals

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Photoshop CC Digital Classroom Jennifer Smith, AGI Creative Team, 2013-09-04 Learn Photoshop CC with this DVD and book training package Adobe Photoshop is the industry leading image editing program for digital photographers graphic designers and web developers and the newest version includes even more great tools to manage and enhance your images Written by a team of experts this book and DVD package delivers full color step by step instructions that make learning Photoshop easy to understand You ll explore how to work with layers use filters and create images for web and video and much more The video training complements the book allowing you to learn at your own pace and ultimately enhancing your entire learning experience Encourages you to discover essential skills and explore new features and capabilities of Photoshop CC Creative Cloud Includes step by step instructions for each lesson along with lesson files and video tutorials that complement the featured topics Covers Adobe Bridge Camera RAW masks and layers painting and retouching and selections and layers Photoshop CC Digital Classroom takes you from the basics through intermediate level topics and helps you find the information you need in a clear approachable way Note DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase

macOS Big Sur For Dummies Bob LeVitus, 2020-11-10 Your get started guide to the world of macOS Big Sur Wherever you like to Mac at home in front of your trusty iMac or over a coffee with your portable MacBook Air macOS provides you with the seamless efficient and reliable user experience that makes these devices so famously a pleasure to use macOS Big Sur For Dummies is here to heighten the experience for new users and upgraders alike by providing the very latest on the ways macOS Big Sur can enhance how you work and play Written in a no jargon style by Bob LeVitus the Houston Chronicle s much loved Dr Mac since 1996 this guide starts with the basics like getting set up and explains more advanced uses like making music and movies exploring the expanding universe of apps and giving tips on how to save time and enhance productivity along the way With this book you ll learn to Set up and connect your Mac Get friendly with Siri Enhance your world with apps Work better and faster Use the comprehensive capabilities of macOS Big Sur to do anything and everything you would like to do and do it even better For beginners and experts alike macOS Big Sur For Dummies is the best way to step into the magical world of getting things done with Mac

Brilliant Windows 8.1 Perspection Inc., Steve Johnson, 2013-11-06 A fully updated version covering Windows 8.1 the latest release of the widely used Microsoft Operating System Summary Windows 8.1 Blue will have the biggest changes to Windows since Windows 3.1 This book also includes a NEW features icon that highlights what s new in Windows 8.1 and a great troubleshooting guide to help solve common

problems Users will need help learning the new interface and the full colour visual instructional style of the Brilliant series is perfectly suited to teaching it When you are working on your PC and come up against a problem that you are unsure how to solve or want to accomplish something in application that you aren't sure how to do Brilliant Windows 8 1 gives you the answers Brilliant Windows 8 1 allows you to find the information you need easily and without fuss It guides you through all tasks and applications using a highly visual step by step approach It tells you exactly what you need to know when you need to know it Spend less time reading and more time doing with a simple step by step approach to beginner and intermediate level office tasks Brilliant guides provide the quick easy to access information that you need Numbered steps guide you through each task or problem Numerous screenshots illustrate each step Cross reference boxes point you to related tasks and information in the book Did you know sections alert you to relevant expert tips tricks and advice **Adobe Creative**

Suite 6 Design and Web Premium All-in-One For Dummies Jennifer Smith, Christopher Smith, Fred

Gerantabee, 2012-06-05 The must have book on the leading suite of software for graphic and web designers Fully revised and updated this hands on resource offers a one stop learning opportunity through eight minibooks dedicated to each product inside Adobe's Design Web Premium Suite The minibooks include Adobe Creative Suite Basics InDesign Illustrator Photoshop Acrobat Dreamweaver Flash Fireworks The book contains information on new image enhancements to After Effects 64 bit versions of Illustrator and Flash Professional and a new tool dubbed Helium that will enable designers to create content using HTML5 and CSS3 Offers the depth needed by novices and long time professionals Covers the key features and tools users need to master individual programs to their fullest capacities Helps designers to be more creative and productive Filled with tips and techniques for using the 8 design programs This popular package gives designers a full review of the most popular design and development tools on the market Assistive Technology Emily C. Bouck, 2015-12-31 Succinct yet

comprehensive Assistive Technology is designed to help educators better understand assistive technology and how it can support students with disabilities from early childhood through transition into adulthood This practical book considers the purpose of technology and the support it can provide rather than a student's disability categorization Grounded in research and filled with engaging case studies and activities author Emily C Bouck offers an unbiased depiction of the advantages and limitations of technology Readers are exposed to a full range of assistive technology including up to date coverage of low and high technology as well as free and for purchase options that can be used to support students with disabilities Modding

Mac OS X Erica Sadun, 2004 Modding Mac OS X isn't about cutting up your Power Mac's case with a saws all it's about modifying Mac OS X's user interface and unlocking secrets and dispelling your fears of the Unix command line so you can take command of your Mac Modding Mac OS X starts out with the very basics of showing you how to configure your Mac and do simple things like change Finder views use an image from iPhoto's library on your desktop and how to find and use screen savers From there Modding Mac OS X shows you how to Find hidden features in your favorite applications Dive inside

application bundles to find hidden resources Change application and system wide keyboard shortcuts Work with the Property List Editor to read and edit property list files Wrap your head around the defaults command to tweak an application s settings Hack on NIB files to change an application s interface Control an application with AppleScript even if it isn t scriptable Each Modding example includes detailed step by step instructions that even a novice Mac user can follow while also providing the necessary detail to satisfy the experienced hacker The knowledge you gain from tweaking one application can be easily applied to the next So go on empower your inner Mac geek You know you want to

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

Computing Fundamentals Faithe Wempen, 2014-11-26 The absolute beginner s guide to learning basic computer skills Computing Fundamentals Introduction to Computers gets you up to speed on basic computing skills showing you everything you need to know to conquer entry level computing courses Written by a Microsoft Office Master Instructor this useful guide walks you step by step through the most important concepts and skills you need to be proficient on the computer using nontechnical easy to understand language You ll start at the very beginning getting acquainted with the actual physical machine then progress through the most common software at your own pace You ll learn how to navigate Windows 8 1 how to access and get around on the Internet and how to stay connected with email Clear instruction guides you through Microsoft Office 2013 helping you create documents in Word spreadsheets in Excel and presentations in PowerPoint You ll even learn how to keep your information secure with special guidance on security and privacy Maybe you re preparing for a compulsory computing course brushing up for a new job or just curious about how a computer can make your life easier If you re an absolute beginner this is your complete guide to learning the essential skills you need Understand the basics of how your computer works Learn your way around Windows 8 1 Create

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Photoshop CC Top 100 Simplified Tips and Tricks Stan Sholik,2013-06-20 Take your Photoshop skill set to the next level with these essential techniques If you re already familiar with Photoshop basics and are ready to learn some new tips tricks and techniques then this is the book for you Full color step by step instructions take you beyond the essentials and show you how to make the most of the newest features of Photoshop CC Creative Cloud Beautiful photos will inspire you to experiment with Photoshop s features and numbered instructions make the techniques easy to learn Encourages you to expand your skill set with creative original and unique techniques Features numbered step by step instructions illustrated with full color screen shots and beautiful photos Shares secrets from the author s experience for creating images that pack a punch and elicit a wow reaction from viewers Packed with beautiful photos and interesting techniques that you will want to apply to your own digital images Photoshop CC Top 100 Simplified Tips Tricks helps you expand your skills and enhance your photos

Windows 7 Secrets Paul Thurrott,Rafael Rivera,2009-08-31 Tips tricks treats and secrets revealed on the latest operating system from Microsoft Windows 7 You already know the ups and downs of Windows Vista now it s time to learn the ins and outs of Windows 7 Internationally recognized Windows experts Microsoft insiders and authors Paul Thurrott and Rafael Rivera cut through the hype to pull away the curtain and reveal useful information not found anywhere else Regardless of your level of knowledge you ll discover little known facts on how things work what s new and different and how you can modify Windows 7 to meet your own specific needs A witty conversational tone tells you what you need to know to go from Windows user to Windows expert and doesn t waste time with basic computer topics while point by point comparisons demonstrate the difference between Windows 7 features and functionality to those in Windows XP and Vista Windows 7 is the exciting update to Microsoft s operating system Authors are internationally known Windows experts and Microsoft insiders Exposes tips tricks and secrets on the new features and functionality of Windows 7 Reveals best practices for customizing the system to work for you Investigates the differences between Windows 7 and previous versions of Windows No need to whisper Window 7 Secrets is the ultimate insider s guide to Microsoft s most exciting Windows version in years

Dragon NaturallySpeaking For Dummies Stephanie Diamond,2013-04-24 Learn to speak Dragon with For Dummies Fully updated for the latest speech recognition tools and features this bestselling guide helps you conquer Dragon NaturallySpeaking and gets you started creating documents sending e mail searching the web and more using only your voice You ll learn Dragon basics like dictation formatting and proofreading before moving on to more advanced options including posting to social media sites developing custom commands troubleshooting and improving communication with Dragon Explains the ins and outs of voice recognition software and the wealth of possibilities available in Dragon NaturallySpeaking Discusses how Dragon NaturallySpeaking allows you to interact with and command you PC cruise through e mail update Facebook surf the web and

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Decoding **Windows 8 New Keyboard Shortcuts**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Windows 8 New Keyboard Shortcuts**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

<http://www.frostbox.com/files/Resources/HomePages/Vax%20Rapide%20Classic%20Instruction%20Manual.pdf>

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