SHORTCUT KEYS

There are hundreds of keyboard shortcut options which have already been set up by Microsoft in Office software. The intention is to allow the user to become faster and more efficient at using the software packages. As you become familiar with using Microsoft products you should aim to learn the most commonly used shortcuts and you can also progress to setting up your own shortcut options.

Shortcut options usually only involve the keyboard however, some will require the use of the mouse.
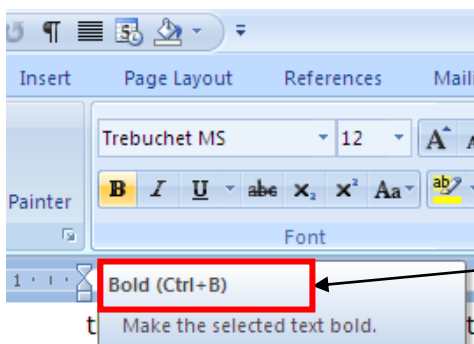
'CTRL' KEY SHORTCUTS

The majority of common shortcuts require the use of the control or 'Ctrl' key. There are two of these on the bottom right and left of the keyboard. The 'Ctrl' key should be pressed at the same time as the relevant shortcut letter. Some examples include: Ctrl + E Centre text.

Ctrl + Z	Undo	Ctrl + P	Print
Ctrl + Y	Redo	Ctrl + A	Select All in the document
Ctrl + C	Copy	Ctrl + S	Save
Ctrl + V	Paste	Ctrl + X	Cut the highlighted text
Ctrl + B	Bold	Ctrl + N	Open a new word document
Ctrl + I	Italic	Ctrl + O	Open a new file
Ctrl + U	Underline	Ctrl + F	Find a word in the document
Ctrl + L	Left Align	Ctrl + [	Shrinks the highlighted text
Ctrl + R	Right Align	Ctrl +]	Enlarges the highlighted text

You should get into the habit of using these shortcut options every time you need to perform any of the above functions. This will ensure you are more efficient.

Remember it is not important that you remember all of these shortcuts off by heart today. The majority of shortcuts are available if you hover over the relevant tool on the ribbon.

'ALT' KEY SHORTCUTS

The 'Alt' and 'Alt Gr' keys are also used for shortcuts. To avoid the use of the mouse when using the Menu Bar toolbar Microsoft has made it possible to get to the most commonly used functions by using the 'Alt' keys.

To access these click on the **Alt** or **Alt Gr** button to the right of the keyboard.
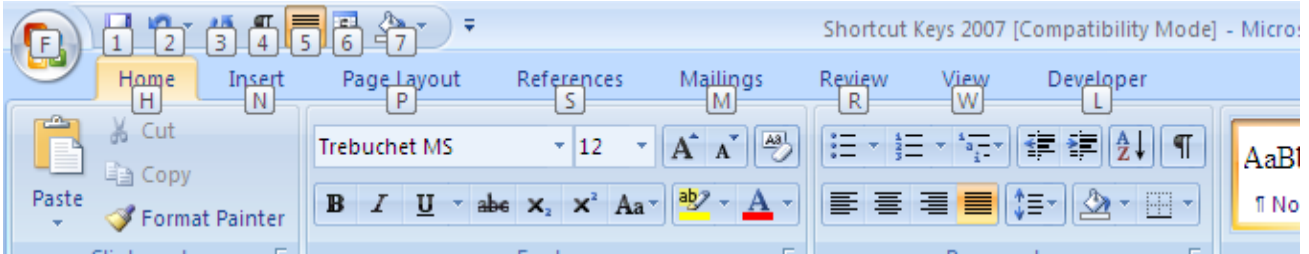

This will show the 'Alt' key shortcuts. To utilise the menu you wish to access press the relevant key on the keyboard (note this will only work when the **Alt** shortcuts are showing). In the following example I have clicked on Alt and then on the letter P, this will result in the Alt shortcuts for the **Page Layout** menu.
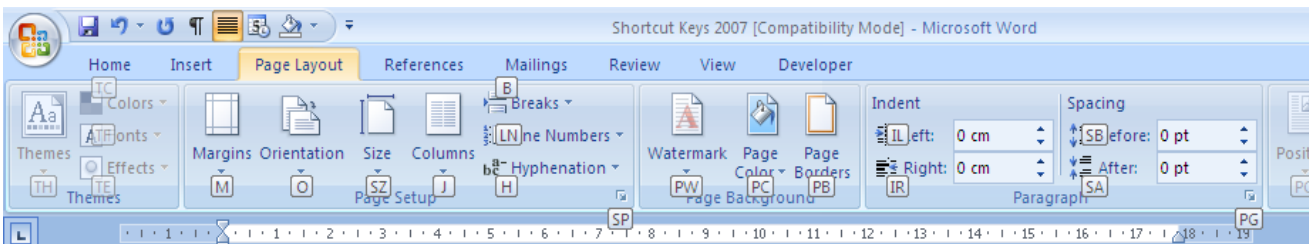
To use these options type the letters on the keyboard. To remove the shortcuts simply press the **Esc** key.

Experiment with the 'Alt' Shortcuts to ensure you are confident using them.

'ALT' + 'TAB' SHORTCUT

The 'Tab' key looks like this   , you can use this combined with the 'Alt' key to browse through all the programs you have open at any particular time.

To continue browsing through the programs continue to hold on the 'Alt' key and press on Tab. This will allow you to select the programme you wish to enlarge. The 'Alt' + Tab shortcut will automatically enlarge the programme you stop at.

WINDOWS BUTTON

The windows button will open the start menu. Navigate through the menu options with the arrow keys on the right of the keyboard.

RIGHT MOUSE BUTTON

The right mouse button is to the right of the space bar, depending on where your curser is resting or on the selection you have made the right mouse button will give you the relevant shortcut menu available.

SELECTION OF WORDS AND PARAGRAPHS USING KEYBOARD

To select a letter, word or paragraph in Microsoft Word you can use the shift key, ctrl key and the arrow keys on the keyboard. To select a whole word use **shift** and the left and right arrows. To select a whole paragraph use the shift key and the up and down arrows. The use of the ctrl key gives you the whole paragraph with the up arrow and shift key. Experiment using the **shift** and **ctrl** keys combined.

INSERT, HOME, PAGE UP ETC.

These keys allow you to move around a document, paragraph and sentence. These can also be used in conjunction with the Shift and Ctrl keys. Experiment with them to understand how the work.

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FUNCTION KEYS

The function keys vary on different laptops, desktops and operating systems but some of the most commonly used functions are as follows:

F1   **HELP KEY** - Microsoft Help tutorials for the software that is currently open.

F2   Useful in folders and in Excel, the F2 key allows you to rename a folder or re-edit a cell.

F4   Ctrl + F4 will close any window that is currently open !!! remember to save before using this function key!

F4 will also repeat the last phrase that you have typed in Word.

F5   The refresh key in Internet Browsers, this key will reload an internet page which has been updated or is taking too long to load.

The F5 key in Word opens the Find and Replace window.

In PowerPoint F5 will start the presentation.

F6   The F6 key will move the cursor to the address bar and highlight the text in most browsers.

F7   Is commonly used as the spell check key in most Microsoft software.

Shift and **F7** will run a thesaurus check on a highlighted word.

F10   Like the **Alt** key this key shows all the alternative keyboard **shortcuts**.

F12   Opens the Save As window in Microsoft products and **Shift** and **F12** will save.