TOP TIPS
Keyboard Shortcuts

Most of the descriptions below are written to provide the general function of each command while providing useful practical examples in parenthesis. Some single program commands of particular utility are also included. Excel shortcuts are provided in a separate guide.

For Windows & Shared Across Programs

Command	Description
alt + tab	Navigate to last open window/program. Hold alt to bring up all open windows on screen and cycle through them using tab.
⊞ + tab	Navigate among windows/programs similar to alt + tab. Provides options to open recent documents and create additional desktops.
⊞ + l	Locks computer
ctrl + w	Closes open instance of a given program
alt + F4	Closes program; with no programs open, opens startup menu
ctrl + n	Creates new instance of a program
ctrl + shift + n	Creates alternate new instance or item in a program (e.g. creates new folder in Windows Explorer; note in Outlook)
F2	Edit selected item (e.g. edit file name in Windows Explorer)
⊞ + d	Show desktop
⊞ + p	Show presentation options
shift + F10	Opens 'right-click' context menu for selection
shift + arrow keys	Selects by smallest unit (e.g. in Word selects by letter when using left and right arrows; selects by line when using up and down arrows)
ctrl + arrow keys	Skips across larger units (e.g. in Word skips by word when using left and right arrows; skips by paragraph when using up and down arrows)
ctrl + shift + arrow keys	Selects across larger units (e.g. in Word selects by word when using left and right arrows; selects by paragraph when using up and down arrows)
ctrl + e	Opens / enters search function
alt + up arrow	Navigates to parent folder in Windows Explorer
ctrl + f	Opens "find" in many programs; forwards email in Outlook
shift + right click	Opens menu with additional options in Windows Explorer, includes the option to copy the path to the file as text.

Program Specific

Command	Description
ctrl + alt + m	Inserts a comment in Word
ctrl + shift + c	Copies formatting of selected text in Word using Format Painter
ctrl + shift + v	Formats selected text in Word to match formatting copied using Format Painter
ctrl + enter	Sends an email in Outlook or gmail
ctrl + function keys	In Outlook: assign categories to combinations of these keys and subsequently use those combinations to assign categories to messages, tasks, and calendar items
ctrl + shift + r	Replies all in Outlook
ctrl + r	Refreshes webpages; replies to email in Outlook
ctrl + page up/down	In browsers: moves between open tabs
ctrl + d	In browsers: creates bookmark or favorite
ctrl + shift + d	In Chrome: creates a folder of bookmarks with all open tabs
ctrl + tab	In Adobe Reader: cycles among open document tabs
ctrl + shift + tab	In Adobe Reader: reverse cycles among open document tabs

Other Odds & Ends

Keyboard super user: In Microsoft Office programs, you can use nearly all functions by pressing and releasing alt and then following the letters/numbers assigned to each tab, menu, and function on the ribbon.

Context menu (right click) tricks: As described above, use 'Shift + F10' to open the context menu for a given item. Once open, you can execute any command in the menu by striking the key for the letter underlined in that command.