

2020

# IMPORTANT SHORTCUT KEYS OF COMPUTER SYSTEM |

**COMPUTER SHORTCUTS**  
**MS OFFICE SHORTCUTS**  
**OUTLOOK SHORTCUTS**  
**WINDOWS KEY SHORTCUTS**

 **PAK MCQS**  
THE LEADING MCQS WEBSITE

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02/19/2020

**IMPORTANT SHORTCUT KEYS OF COMPUTER**

<b>CTRL+A</b>	.....	Select All
<b>CTRL+C</b>	.....	Copy
<b>CTRL+X</b>	.....	Cut
<b>CTRL+V</b>	.....	Paste
<b>CTRL+Z</b>	.....	Undo
<b>CTRL+B</b>	.....	Bold
<b>CTRL+U</b>	.....	Underline
<b>CTRL+I</b>	.....	Italic
<b>F1</b>	.....	Help
<b>F2</b>	.....	Rename selected object
<b>F3</b>	.....	Find all files
<b>F4</b>	.....	Opens file list drop-down in dialogs
<b>F5</b>	.....	Refresh current window
<b>F6</b>	.....	Shifts focus in Windows Explorer
<b>F10</b>	.....	Activates menu bar options
<b>ALT+TAB</b>	.....	Cycles between open applications
<b>ALT+F4</b>	.....	Quit program, close current window
<b>ALT+F6</b>	.....	Switch between current program windows
<b>ALT+ENTER</b>	.....	Opens properties dialog
<b>ALT+SPACE</b>	.....	System menu for current window
<b>ALT+ ↓ (down-arrow)</b>	.....	Opens drop-down lists in dialog boxes
<b>BACKSPACE</b>	.....	Switch to parent folder
<b>CTRL+ESC</b>	.....	Opens Start menu
<b>CTRL+ALT+DEL</b>	.....	Opens task manager, reboots the computer

- CTRL+TAB** ..... Move through property tabs
- CTRL+SHIFT+DRAG** ..... Create shortcut (also right-click, drag)
- CTRL+DRAG** ..... Copy File
- ESC** ..... Cancel last function
- SHIFT** ..... Press/hold SHIFT, insert CD-ROM to bypass auto-play
- SHIFT+DRAG** ..... Move file
- SHIFT+F10** ..... Opens context menu (same as right-click)
- SHIFT+DELETE** ..... Full wipe delete (bypasses Recycle Bin)
- ALT+ underlined letter** ..... Opens the corresponding menu

## **PC Keyboard Shortcuts**

### **Document Cursor Controls**

- HOME** ..... to beginning of line or far left of field or screen
- END** ..... to end of line, or far right of field or screen
- CTRL+HOME** ..... to the top
- CTRL+END** ..... to the bottom
- PAGE UP** ..... moves document or dialog box up one page
- PAGE DOWN** ..... moves document or dialog down one page
- ARROW KEYS** ..... move focus in documents, dialogs, etc.
- CTRL+ >** ..... next word
- CTRL+SHIFT+ >** ..... Selects word

## Windows Explorer Tree Control

- Numeric Keypad \*** ..... Expand all under current selection
- Numeric Keypad +** ..... Expands current selection
- Numeric Keypad –** ..... Collapses current selection

## SPECIAL CHARACTERS ALSO WORK ON MS OFFICE

- ‘ Opening single quote** ..... alt 0145
- ’ Closing single quote** ..... alt 0146
- “ Opening double quote** ..... alt 0147
- ” Closing double quote** ..... alt 0148
- En dash** ..... alt 0150
- Em dash** ..... alt 0151
- ... Ellipsis** ..... alt 0133
- Bullet** ..... alt 0149
- ® Registration Mark** ..... alt 0174
- © Copyright** ..... alt 0169
- ™ Trademark** ..... alt 0153
- ° Degree symbol** ..... alt 0176
- ¢ Cent sign** ..... alt 0162
- 1/4** ..... alt 0188
- 1/2** ..... alt 0189
- 3/4** ..... alt 0190

## PC KEYBOARD SHORTCUTS

*Creating unique images in a uniform world! Creating unique images in a uniform world!*

é ..... alt 0233

É ..... alt 0201

ñ ..... alt 0241

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### 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 + f** ..... Move one word to the left at a time

**Ctrl + g** ..... Move one word to the right at a time

### ADDITIONAL WINDOWS SHORTCUT KEYS

<b>Alt + Tab</b> .....	Switch between open applications
<b>Alt + Shift + Tab</b> .....	Switch backwards between open applications
<b>Alt + Print Screen (prt sc)</b> .....	Create screen shot for current program
<b>Ctrl + Alt + Del</b> .....	Reboot/Windows® task manager
<b>Alt + Esc</b> .....	Switch between applications on taskbar
<b>F3</b> .....	Start find from desktop
<b>F4</b> .....	Open the drive selection when browsing
<b>F5</b> .....	Refresh contents
<b>Alt + F4</b> .....	Close current open program
<b>Ctrl + F4</b> .....	Close window in program
<b>Ctrl + Plus</b> .....	Automatically adjust widths of all columns in Windows Explorer
<b>Alt + Enter</b> .....	Open properties window of selected icon or program
<b>Shift + F10</b> .....	Simulate right-click on selected item
<b>Shift + Del</b> .....	Delete programs/files permanently

### WINKEY SHORTCUTS

<b>WINKEY + D</b> .....	Bring desktop to the top of other windows
<b>WINKEY + M</b> .....	Minimize all windows
<b>WINKEY + SHIFT + M</b> ..	Undo the minimize done by <b>WINKEY + M</b> & <b>WINKEY + D</b>
<b>WINKEY + E</b> .....	Open Microsoft Explorer
<b>WINKEY + Tab</b> .....	Cycle through open programs on taskbar
<b>WINKEY + F</b> .....	Display the Windows® Search/Find feature
<b>WINKEY + CTRL + F</b> .....	Display the search for computers window
<b>WINKEY + R</b> .....	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)

### **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

## MS WORD | SHORTCUT KEYS

<b>Ctrl + A</b> .....	Select all contents of the page
<b>Ctrl + B</b> .....	Bold highlighted selection
<b>Ctrl + C</b> .....	Copy selected text
<b>Ctrl + X</b> .....	Cut selected text
<b>Ctrl + N</b> .....	Open new/blank document
<b>Ctrl + O</b> .....	Open options
<b>Ctrl + P</b> .....	Open the print window
<b>Ctrl + F</b> .....	Open find box
<b>Ctrl + I</b> .....	Italicize highlighted selection
<b>Ctrl + K</b> .....	Insert link
<b>Ctrl + U</b> .....	Underline highlighted selection
<b>Ctrl + V</b> .....	Paste
<b>Ctrl + Y</b> .....	Redo the last action performed
<b>Ctrl + Z</b> .....	Undo last action
<b>Ctrl + G</b> .....	Find and replace options
<b>Ctrl + H</b> .....	Find and replace options
<b>Ctrl + J</b> .....	Justify paragraph alignment
<b>Ctrl + L</b> .....	Align selected text or line to the left
<b>Ctrl + Q</b> .....	Align selected paragraph to the left
<b>Ctrl + E</b> .....	Align selected