














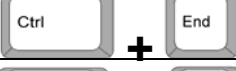
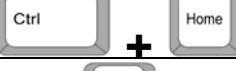







## Windows Shortcut Keys

Many times when working with computers, it is common for users to rely heavily on the mouse, resulting in an increased risk of injury. To reduce the amount of mouse work and the risk of injury, the following is a list of keyboard shortcuts (“hotkeys”) for many commonly performed tasks. This is not a full list, but is meant to be a quick reference guide for the most commonly used and useful shortcuts. Many more shortcuts exist that may be found through the software’s help feature.

Windows General	
	Brings up the start menu and the arrow keys can be used to select a program
	Minimizes all open programs to show the desktop
	Launches Windows Explorer
	Holding Alt and pressing Tab allows to switch between open programs
	Launches Task Manager
	Closes the current program
	Renames files/folders
	Moves forwards through options in forms, dialog boxes, etc.
	Moves backwards through options in forms, dialog boxes, etc.
Microsoft Office (Word, Excel, Outlook)	
	Select all
	Saves open file with current name
	Performs “Save As...” feature
	Opens the print dialog box
	Displays the open dialog box
	Displays a new blank document
	Copies selected item

	Cuts selected item
	Pastes/inserts copied or cut item
	Opens the find box
	Undoes the last action
	Redoes the last action
	Activates bolding
	Activates underlining
	Activates italicizing
	Increases font size
	Decreases font size
	Zooms in/out
	Returns to previous page in Explorer (Windows & Internet)
	Highlights
	Moves cursor one word at a time *
	Moves cursor one paragraph at a time *
	Moves cursor to the end of the document *
	Moves cursor to the start of the document *
	Enters a cell at the end of existing text (Excel only)
	Runs Spell Check
	Launches the thesaurus

\* Can also be used with the Shift key to highlight