

PC User's Time Saving Keyboard Combinations

General PC Combos:

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| CTRL+C | Copy selected text/data to clipboard |
| CTRL+V | Paste selected text/data to cursor location |
| CTRL+X | Cut selected text/data to clipboard |
| CTRL+A | Select all text/data in a document/selected field |
| CTRL+Z | UNDELETE the last thing you just deleted |
| CTRL+End | Jump to the end of a document |
| CTRL+Home | Jump to the beginning of a document |
| ALT+Tab | Toggle between different open programs on desktop |
| Windows+D | Minimize all open programs and go directly to your computer's desktop |
| Windows+E | Launch Windows Explorer |
| CTRL+Alt+PrtSc | Takes current selected text/data to cursor location |
| CTRL+Alt+Delete | Reboot computer/launch Windows Task Manager |
| Click, Hold Shift Key, Up or Down Arrow | STUMP the JUMP – select text/data desired WITHOUT the crazy scrolling that sometimes occurs in spreadsheet or text documents. |
| Shift+CTRL+End | Select all text/data from current cursor point to end of document |

Web Browser Shortcuts:

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| CTRL+T | Open new browser tab <i>(Put simple domain name address (for example, livingorderly) with no www or .com, then ...)</i> |
| CTRL+Enter | Auto launch web address |
| CTRL+W | Close current browser tab |
| CTRL+D | Create a new bookmark/favorite (depending on browser) |
| CTRL+ “+” | Zoom in (larger) on current web page |
| CTRL+ “-” | Zoom out (smaller) on current page |
| ALT+Left Arrow | Go back a page |
| ALT+Right Arrow | Go forward a page |
| Rt Click on Link | Get several options for that link – open in new window, new tab, copy into clipboard, etc. |

E-mail Shortcuts: *(Works on Outlook, Lotus Notes & GroupWise on PC)*

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| Shift+Delete | Permanently deletes selected e-mail(s) – no having to delete from deleted items! |
| CTRL+Shift+E | Create a new folder in your e-mail account |

In E-mail list, **single click on e-mail, hold Shift key, then use up or down arrows and or scroll** – select a group of contiguous e-mails

Click e-mail to select, hold down CTRL key, and then create non-contiguous group of e-mails by clicking on other wanted e-mails

Now, you can either “shift-delete” the selected e-mails, or “drag & drop” them into a selected folder

Resource: <http://www.RandallDean.com>