

KEYBOARD SHORTCUTS

These keyboard shortcuts work in most Microsoft programs and can be used to perform a task that would normally require a mouse. Keyboard shortcuts save you time and effort as you work with various Microsoft programs.

Alt + E	Edit options in current program	Ctrl + Z	Undo
Alt + Enter	Open Properties for the selected item	Ctrl + End	Goes to end of document
Alt + F	File menu options in current program	Ctrl + Home	Goes to beginning of document
Alt + F4	Close the currently active program	Ctrl + Esc	Opens the Start menu
Alt + Tab	Switch between open programs	Ctrl + Shift + Esc	Opens Windows Task Manager
Ctrl + A	Select all text	CTRL+ →	Moves cursor to the beginning of the next word
Ctrl + B	Change selected text to bold	CTRL+ ←	Moves cursor to the beginning of the previous word
Ctrl + C	Copy selected item	CTRL+ ↑	Moves the cursor to the beginning of the previous paragraph
Ctrl + F	Open "find" window	CTRL+ ↓	Moves the cursor to the beginning of the next paragraph
Ctrl + I	Change selected text to italics	F1	Universal help in almost any Windows program
Ctrl + K	Insert hyperlink for selected text	F2	Rename a selected file
Ctrl + N	Create a new, blank document (some programs)	F5	Refresh the current program window
Ctrl + O	Open a file in current program	Home	Goes to beginning of current line
Ctrl + P	Print current page or document	End	Goes to end of current line
Ctrl + S	Save current file	Shift + Del	Cut selected item
Ctrl + U	Change selected text to underlined	Shift + Home	Highlights from current position to the beginning of line
Ctrl + V	Paste	Shift + End	Highlights from current position to the end of line
Ctrl + X	Cut selected item	⏻ +L	Lock your PC

Questions about keyboard shortcuts? Contact the DGS Help Desk at: DGSHelpDesk@dgs.ca.gov or (916) 375-4357.

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