Ctrl + C or Ctrl + Insert

[Copy](http://www.computerhope.com/jargon/c/copy.htm) the [highlighted](http://www.computerhope.com/jargon/h/highligh.htm) text or selected item.

Ctrl + V or Shift + Insert

[Paste](http://www.computerhope.com/jargon/p/paste.htm) the text or object that's in the [clipboard](http://www.computerhope.com/jargon/c/clipboar.htm).

Ctrl + Z and Ctrl + Y

[Undo](http://www.computerhope.com/jargon/u/undo.htm) any change. For example, if you cut text, pressing this will undo it. This can also often be pressed multiple times to undo multiple changes. Pressing Ctrl + Y would [redo](http://www.computerhope.com/jargon/r/redo.htm) the undo.

Ctrl + F

Open the Find in any program. This includes your Internet browser to find text on the current page.

Alt + Tab or Alt + Esc

Quickly switch between open programs moving forward.

Press Ctrl + Tab to switch between tabs in a program.

Adding the [Shift key](http://www.computerhope.com/jargon/s/shiftkey.htm) to Alt + Tab or Ctrl + Tab will move backwards. For example, if you are pressing Alt + Tab and pass the program you want to switch to, press Alt + Shift + Tab to move backwards to that program.

Windows Vista and 7 users can also press the [Windows Key](http://www.computerhope.com/jargon/w/winkey.htm) + Tab to switch through open programs in a full screenshot of the Window.

Ctrl + Back space and Ctrl + Left arrow / Right arrow

Pressing Ctrl + [Backspace](http://www.computerhope.com/jargon/b/backspac.htm) will delete a full word at a time instead of a single character.

Holding down the Ctrl key while pressing the left or right arrow will move the cursor one word at a time instead of one character at a time. If you wanted to highlight one word at a time you can hold down Ctrl + Shift and then press the left or right arrow key to move one word at a time in that direction while highlighting each word.

Ctrl + S

While working on a document or other file in almost every program pressing Ctrl + S will save that file. This shortcut key should be used frequently anytime you're working on anything important.

Ctrl + Home / End

Move the cursor to the beginning or end of a document.

Ctrl + P

Print the page being viewed. For example, the document in Microsoft Word or the web page in your Internet browser.

Page Up / Space bar and Page Down

Pressing either the page up or page down key will move that page one page at a time in that direction. When browsing the Internet pressing the space bar will also move the page down one page at a time. If you press Shift and the Space bar the page will go up a page at a time.

|  |  |
| --- | --- |
| Shortcut Keys | Description |
| **Alt + F** | File menu options in current program. |
| **Alt + E** | Edit options in current program |
| **F1** | Universal Help in almost every Windows program. |
| **Ctrl + A** | Select all text. |
| **Ctrl + X** | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected item. |
| **Shift + Del** | Cut selected item. |
| **Ctrl + C** | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected item. |
| **Ctrl + Ins** | Copy selected item |
| **Ctrl + V** | [Paste](http://www.computerhope.com/jargon/p/paste.htm) |
| **Shift + Ins** | Paste |
| **Home** | Goes to beginning of current line. |
| **Ctrl + Home** | Goes to beginning of document. |
| **End** | Goes to end of current line. |
| **Ctrl + End** | Goes to end of document. |
| **Shift + Home** | Highlights from current position to beginning of line. |
| **Shift + End** | Highlights from current position to end of line. |
| **Ctrl + Left arrow** | Moves one word to the left at a time. |
| **Ctrl + Right arrow**  | Moves one word to the right at a time. |

**Microsoft Word shortcut keys**

Below is a listing of all the major [shortcut keys](http://www.computerhope.com/jargon/s/shortkey.htm) in [Microsoft Word](http://www.computerhope.com/software/msword.htm). See the [computer shortcut page](http://www.computerhope.com/shortcut.htm) if you are looking for other shortcut keys used in other programs.

|  |  |
| --- | --- |
| Shortcut Keys | Description |
| Ctrl + 0 | Adds or removes 6pts of spacing before a paragraph. |
| Ctrl + A | Select all contents of the page. |
| Ctrl + B | [Bold](http://www.computerhope.com/jargon/b/bold.htm) highlighted selection. |
| Ctrl + C | [Copy](http://www.computerhope.com/jargon/c/copy.htm) selected text. |
| Ctrl + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + F | Open find box. |
| Ctrl + I | [Italic](http://www.computerhope.com/jargon/i/italic.htm) highlighted selection. |
| Ctrl + J | Aligns the selected text or line to justify the screen. |
| Ctrl + K | Insert link. |
| Ctrl + L | Aligns the line or selected text to the left of the screen. |
| Ctrl + M | Indent the paragraph. |
| Ctrl + P | Open the print window. |
| Ctrl + R | Aligns the line or selected text to the right of the screen. |
| Ctrl + T | Create a hanging indent. |
| Ctrl + U | Underline highlighted selection. |
| Ctrl + V | [Paste](http://www.computerhope.com/jargon/p/paste.htm). |
| Ctrl + X | [Cut](http://www.computerhope.com/jargon/c/cut.htm) selected text. |
| Ctrl + Y | Redo the last action performed. |
| Ctrl + Z | Undo last action. |
| Ctrl + Shift + L | Quickly create a [bullet point](http://www.computerhope.com/jargon/b/bullet.htm). |
| Ctrl + Shift + F | Change the font. |
| Ctrl + Shift + > | Increase selected font +1pts up to 12pt and then increases font +2pts. |
| Ctrl + ] | Increase selected font +1pts. |
| Ctrl + Shift + < | Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt. |
| Ctrl + [ | Decrease selected font -1pts. |
| Ctrl + / + c | Insert a cent sign (¢). |
| Ctrl + ' + <char> | Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl + ' + e** as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the [tilde key](http://www.computerhope.com/jargon/t/tilde.htm). |
| Ctrl + Shift + \* | View or hide non printing characters. |
| Ctrl + <left arrow> | Moves one word to the left. |
| Ctrl + <right arrow> | Moves one word to the right. |
| Ctrl + <up arrow> | Moves to the beginning of the line or paragraph. |
| Ctrl + <down arrow> | Moves to the end of the paragraph. |
| Ctrl + Del | Deletes word to right of cursor. |
| Ctrl + Backspace | Deletes word to left of cursor. |
| Ctrl + End | Moves the cursor to the end of the document. |
| Ctrl + Home | Moves the cursor to the beginning of the document. |
| Ctrl + Spacebar | Reset highlighted text to the default font. |
| Ctrl + 1 | Single-space lines. |
| Ctrl + 2 | Double-space lines. |
| Ctrl + 5 | 1.5-line spacing. |
| Ctrl + Alt + 1 | Changes text to heading 1. |
| Ctrl + Alt + 2 | Changes text to heading 2. |
| Ctrl + Alt + 3 | Changes text to heading 3. |
| Alt + Ctrl + F2 | Open new document. |
| Ctrl + F1 | Open the [Task Pane](http://www.computerhope.com/jargon/t/taskpane.htm). |
| Ctrl + F2 | Display the [print preview](http://www.computerhope.com/jargon/p/prinprev.htm). |
| Ctrl + Shift + > | Increases the highlighted text size by one. |
| Ctrl + Shift + < | Decreases the highlighted text size by one. |
| Ctrl + Shift + F6 | Opens to another open Microsoft Word document. |
| Ctrl + Shift + F12 | Prints the document. |
| F1 | Open Help. |
| F4 | Repeat the last action performed (Word 2000+) |
| F5 | Open the find, replace, and go to window in Microsoft Word. |
| F7 | Spellcheck and grammar check selected text or document. |
| F12 | Save as. |
| Shift + F3 | Change the text in Microsoft Word from [uppercase](http://www.computerhope.com/jargon/u/uppercas.htm) to [lowercase](http://www.computerhope.com/jargon/l/lowercas.htm) or a capital letter at the beginning of every word. |
| Shift + F7 | Runs a Thesaurus check on the word highlighted. |
| Shift + F12 | Save. |
| Shift + Enter | Create a [soft break](http://www.computerhope.com/jargon/s/softretu.htm) instead of a new paragraph. |
| Shift + Insert | Paste. |
| Shift + Alt + D | Insert the current date. |
| Shift + Alt + T | Insert the current time. |

In addition to the above shortcut keys users can also use their mouse as a method of quickly do something commonly performed. Below some are examples of mouse shortcuts.

|  |  |
| --- | --- |
| Mouse shortcuts | Description |
| Click, hold, and drag | Selects text from where you click and hold to the point you drag and let go. |
| Double-click | If double-click a word, selects the complete word. |
| Double-click | Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned. |
| Double-click | Double-clicking anywhere after text on a line will set a [tab stop](http://www.computerhope.com/jargon/t/tabstop.htm). |
| Triple-click | Selects the line or paragraph of the text the mouse triple-clicked. |
| Ctrl + Mouse wheel | Zooms in and out of document. |

**Internet Explorer shortcut keys**

Below is a listing of all the major [shortcut keys](http://www.computerhope.com/jargon/s/shortkey.htm) in [Microsoft Internet Explorer](http://www.computerhope.com/software/ie.htm). See the [computer shortcut page](http://www.computerhope.com/shortcut.htm) if you are looking for other shortcut keys used in other programs.

|  |  |
| --- | --- |
| Shortcut Keys | Description |
| **Alt + Left Arrow** | Back a page. |
| **Backspace** | Back a page. |
| **Alt + Right Arrow** | Forward a page. |
| **F5** | [Refresh](http://www.computerhope.com/jargon/r/refresh.htm) current page, frame, or tab. |
| **F11** | Display the current website in full screen mode. Pressing F11 again will exit this mode. |
| **Esc** | Stop page or download from loading. |
| **Ctrl + (- or +)** | Increase or decrease the font size, pressing '-' will decrease and '+' will increase. |
| **Ctrl + Enter** | Quickly complete an address. For example, type computerhope in the address bar and press CTRL + ENTER to get http://www.computerhope.com. |
| **Ctrl + D** | Add a [Favorite](http://www.computerhope.com/jargon/f/favorite.htm) for the page currently opened. |
| **Ctrl + I** | Display available bookmarks. |
| **Ctrl + N** | Open New browser window. |
| **Ctrl + P** | Print current page / frame. |
| **Ctrl + T** | Opens a new [tab](http://www.computerhope.com/jargon/t/tab.htm). |
| **Ctrl + F4** | Closes the currently selected tab. |
| **Ctrl + Tab** | Moves through each of the open tabs. |
| **Spacebar** | Moves down a page at a time. |
| **Shift + Spacebar** | Moves up a page at a time. |
| **Alt + Down arrow** | Display all previous text entered in a text box or available options on [drop down menu](http://www.computerhope.com/jargon/d/dropdm.htm). |
| **Alt + D** | Highlights the text in the address bar |

F1

* Almost always used as the help key, almost every program will open the help screen when this key is pressed.
* Enter [CMOS Setup](http://www.computerhope.com/issues/ch000192.htm).
* [Windows Key](http://www.computerhope.com/jargon/w/winkey.htm) + F1 would open the Microsoft Windows help and support center.
* Open the [Task Pane](http://www.computerhope.com/jargon/t/taskpane.htm).

F2

* In Windows commonly used to rename a highlighted icon or file.
* Alt + Ctrl + F2 opens document window in [Microsoft Word](http://www.computerhope.com/software/msword.htm).
* Ctrl + F2 displays the print preview window in Microsoft Word.
* Enter [CMOS Setup](http://www.computerhope.com/issues/ch000192.htm).

F3

* Often opens a search feature for many programs including Microsoft Windows.
* In MS-DOS or Windows command line F3 will repeat the last command.
* Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

F4

* Open find window.
* Repeat the last action performed (Word 2000+)
* Alt + F4 will close the program currently active in Microsoft Windows.
* Ctrl + F4 will close the open window within the current active window in Microsoft Windows.

F5

* In all modern [Internet browsers](http://www.computerhope.com/jargon/b/browser.htm) pressing F5 will [refresh](http://www.computerhope.com/jargon/r/refresh.htm) or reload the page or document window.
* Open the find, replace, and go to window in Microsoft Word.
* Starts a slideshow in PowerPoint.

F6

* Move the cursor to the [Address bar](http://www.computerhope.com/jargon/a/addrebar.htm) in [Internet Explorer](http://www.computerhope.com/software/ie.htm) and [Mozilla Firefox](http://www.computerhope.com/software/firefox.htm).
* Ctrl + Shift + F6 opens to another open Microsoft Word document.

F7

* Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.
* Shift + F7 runs a Thesaurus check on the word highlighted.
* Turns on Caret browsing in Mozilla Firefox.

F8

* Function key used to enter the Windows startup menu, commonly used to access Windows [Safe Mode](http://www.computerhope.com/issues/chsafe.htm).

F9

* Opens the Measurements toolbar in Quark 5.0.

F10

* In Microsoft Windows activates the [menu bar](http://www.computerhope.com/jargon/m/menubar.htm) of an open application.
* Shift + F10 is the same as [right-clicking](http://www.computerhope.com/jargon/r/righclic.htm) on a highlighted icon, file, or Internet link.
* Access the [hidden recovery partition](http://www.computerhope.com/jargon/h/hiddpart.htm) on HP and Sony computers.
* Enter [CMOS Setup](http://www.computerhope.com/issues/ch000192.htm).

F11

* Full-screen mode in all modern Internet browsers.
* Ctrl + F11 as computer is starting to access the [hidden recovery partition](http://www.computerhope.com/jargon/h/hiddpart.htm) on many Dell computers.
* Access the [hidden recovery partition](http://www.computerhope.com/jargon/h/hiddpart.htm) on eMachines, Gateway, and Lenovo computers.

F12

* Open the Save as window in Microsoft Word.
* Shift + F12 save the Microsoft Word document.
* Ctrl + Shift + F12 prints a document in Microsoft Word.
* Preview a page in Microsoft Expression Web
* Open [Firebug](http://www.computerhope.com/tips/tip144.htm).

**Top 10 computer mouse tips everyone should know**

Most computer users don't take full advantage of the computer Mouse. Below are computer mouse tips and secrets that help you get the full potential of your computer mouse and increase your overall productivity while on the computer.

Shift key and mouse click

Many [text editors](http://www.computerhope.com/jargon/e/editor.htm) and programs allow you to [highlight](http://www.computerhope.com/jargon/h/highligh.htm) all or portions of text using the [Shift key](http://www.computerhope.com/jargon/s/shiftkey.htm) and the mouse. For example, place the [cursor](http://www.computerhope.com/jargon/i/ibeam.htm) at the beginning of a paragraph, hold down the Shift key and click at the end of the paragraph to highlight the full paragraph.

Take full advantage of the scroll wheel

Today, everyone is fully aware of a mouse wheels ability to scroll up and down on a page. However, this wheel can also do so much more, as shown below.

* The mouse wheel is not just a wheel, it can also be used as a button. Pressing down on the wheel will act like a third mouse button. This can be used to open a web page in a tab by clicking the wheel on any link and can also be used to close a tab by clicking the wheel on any open tab.
* Quickly Zoom in and Out on a web page, word document, excel spreadsheet, etc. by holding down the [Ctrl key](http://www.computerhope.com/jargon/c/ctrl.htm) and scrolling up to zoom in and down to zoom out.
* Move forward and backwards while browsing the Internet by holding down the Shift key and scrolling up and down. Scrolling down goes back and scrolling up goes forward.

Select with double and triple click

Any word can be easily selected by double-clicking the word. If you want to highlight the whole paragraph, click the mouse button three times on any text in the paragraph.

Use the right-click

Take full advantage of the right-click any time you highlight text or wish to view the properties of an object. For example, if you highlight a file or text, you can right-click that highlighted item copy it and then right-click anywhere else to paste it.

If you right-click on any file or text and drag it while continuing to hold the right button, when you let go you will be given the option to move or copy that file or text. This saves you the extra step of having to right-click where you want to paste the item.

While in a browser pressing and holding Ctrl while clicking on any [link](http://www.computerhope.com/jargon/l/link.htm) will open that link in a new [tab](http://www.computerhope.com/jargon/t/tab.htm).

Ctrl key and mouse click or highlight

While holding down the Ctrl key you can left-click to select multiple objects or highlight multiple sections of text. For example, in Microsoft Windows you could hold down the Ctrl key and click to select multiple files at once. If you wanted to highlight different parts of a paragraph or web page, you could also hold down the Ctrl key and select each section you wanted to copy.

Mozilla Firefox users can also hold down the Ctrl key and individually click on each [cell](http://www.computerhope.com/jargon/c/cell.htm) in a [table](http://www.computerhope.com/jargon/t/table.htm) they wish to copy or drag their mouse down a row to select just that row or text without selecting any of the other text in that table.

Use the mouse side buttons

Many new computer mice have buttons on the side of the mouse. These buttons can be programmed to do anything, however, by default the left-thumb button can be used to go back on a web page. This makes browsing the Internet more enjoyable since you do not need to move the mouse cursor to the browser back arrow button in order to go back a page.

Use the Windows Snap To feature

Take full advantage of the Windows mouse **Snap To** feature, which will automatically move your mouse to buttons that appear in a dialog box. For example, if you delete a file or close a window you may get a prompt asking you if you are sure you want to perform the task. With the Snap To feature enabled, the mouse cursor automatically moves to the Ok button, so all you will have to do is click the mouse button if you agree. This saves you the time of having to move the mouse cursor over to the Ok button and then click Ok. To enable this feature open the Mouse properties under the Windows [Control Panel](http://www.computerhope.com/jargon/c/controlp.htm) and check the Snap To check box under the Pointer Options tab.

While changing this feature we also suggest looking at other available options in the Mouse settings. For example, increasing the Motion speed can also help increase your productivity while using the mouse.

Manage the open window with the mouse

Double-click the top [title bar](http://www.computerhope.com/jargon/t/titlebar.htm) of any [window](http://www.computerhope.com/jargon/w/window.htm) to maximize a window or if it is already maximized resize it to a window. You can also double-click the icon for the window in the top-left corner of the window to close that window.

Move the mouse with your keyboard

Instead of using the mouse that came with your computer you can also [enable Windows to use the number pad as a mouse](http://www.computerhope.com/issues/ch000542.htm).

Customize your mouse

Finally, if you have a mouse with more than two buttons, installing the included mouse software will allow you to customize the mouse even more. For example, if you don't use the side buttons to move back and forth in a web page change it to something you do more often, such as switching between open windows or opening the calculator.