Fast Track *to*
KEYBOARD
SHORTCUTS

Windows

MS Office

Internet Tools

Imaging

Audio Editing

Video Editing

Media Players

The All new
COLOUR
Fast Track

YOUR HANDY GUIDE TO EVERYDAY TECHNOLOGY

Fast Track
to
Keyboard
Shortcuts

By Team Digit

Credits

The People Behind This Book

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The Need For Speed

Computing today is all about one thing—speed! It's not just enough to be able to *use* computers, because, let's face it, everyone and their monkey can use a computer these days. What's more important, and what will set you apart from the crowd, is how fast you can use the computer to do your bidding. The difference between an average computer user, and an advanced user often comes down to how many shortcuts you know. Many of you reading this book are already adept at some basic shortcuts—[Ctrl] + [C] to copy, and [Ctrl] + [V] to paste. Some of you may have graduated to more advanced shortcuts, such as [Ctrl] + [Shift] + [C] to copy formatting in a document, or maybe you just go to Start > Run, and type nusrmgr.cpl when you want to open Windows' User Account Management tool. Whatever the case, there's no way you're going to remember all the shortcuts you need to...

OK, so we lied! Apparently, there is a way for you to remember all that you need to know. You're way ahead of us too—you've already bought, and are reading this book! No matter how much of a computer whiz you imagine yourself to be, there's bound to be something you will learn from this book.

For beginners, we have almost every keyboard shortcut for Windows, so you won't need to hunt through menus and click away like mad to get to what you're looking for.

For working professionals, most of whom use Microsoft Office at work and home, our MS Office shortcuts are guaranteed to give you an edge over your colleagues.

You're going to surf faster, and get more done online thanks to our Internet tools shortcuts. Those just starting off with Adobe Photoshop need to just memorize our imaging chapter.

Audio and video editing enthusiasts are a patient lot, waiting for hours for stuff to render or changes to occur, and hopefully they'll save hours with the shortcuts provided. Lastly, all movie and music buffs will not waste any time on their media players thanks to the last chapter. We hope you enjoy this Fast Track.

CONTENTS

Windows

I f there's anything you really *need* to work faster with, it's good old Windows. When you combine keyboard shortcuts, `Start > Run` commands and a selection of command-line tools (all covered here, of course), you can spend an entire day with Windows without ever having to touch your mouse. We're using XP as our reference—it's still the most widely used version—and Vista-only shortcuts (there are very few) will be marked as such.

1.1 Windows Keyboard Shortcuts

Most of these have become second nature to you already, but there are a lot more that should.

1.1.1. General Shortcuts

These are applicable to nearly all Windows programs.

[F1]
Display Help. When in Windows Explorer or viewing the desktop, this shows you Windows Help. Otherwise, shows you the active program's documentation.

[Ctrl] + [C]
Copy the selected item or text

[Ctrl] + [X]
Cut the selected item or text

[Ctrl] + [V]
Paste the selected item or text

[Ctrl] + [Z]
Undo the last action

[Ctrl] + [Y]
Redo the last action

[Delete]
Delete the selected item and move it to the Recycle Bin

[[Shift]] + [Delete]
Delete the selected item without moving it to the Recycle Bin first

[F2]
Rename the selected item

[Ctrl] + [Right Arrow]
Move the cursor to the beginning of the next word

[Ctrl] + [Left Arrow]
Move the cursor to the beginning of the previous word

[Ctrl] + [Down Arrow]
Move the cursor to the beginning of the next paragraph

[Ctrl] + [Up Arrow]
Move the cursor to the beginning of the previous paragraph

[Ctrl] + [[Shift]] + an arrow key
Select a block of text

[[Shift]] with any arrow key
Select more than one item in a window or on the desktop, or select text within a document

[Ctrl] with any arrow key + [Space]
Select multiple individual items in a window or on the desktop

[Ctrl] + [A]
Select all items in a document or window

[F3]
Search for a file or folder

[Alt] + [Enter]
Display properties for the selected item

[Alt] + [F4]
Exit the active program

[Alt] + [Space]
Open the shortcut menu for the active window

[Ctrl] + [F4]
Close the active document (in programs that allow you to have multiple documents open simultaneously)

[Alt] + [Tab]
Switch between open programs or items

[Ctrl]+ [Alt] + [Tab]
Use the arrow keys to switch between open items (Vista only). Hit [Enter] to select the program you want to switch to

[Ctrl] + Mouse scroll wheel
Change the size of icons on the desktop – (Vista only)

[Windows] + [Tab]
Cycle through programs on the taskbar by using Windows Flip 3D (Vista only). In XP, cycle through programs using the taskbar buttons and hit [Enter] to select a program

[Ctrl] + [Windows] + [Tab]
Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3D (Vista only). Hit [Enter] to select the program you want to switch to

[Alt] + [Esc]
Cycle through items in the order in which they were opened

[F6]
Cycle through screen elements in a window or on the desktop

[F4]
Display the Address bar list in Windows Explorer

[[Shift]] + [F10]
Display the right-click menu for the selected item

[Ctrl] + [Esc] or [Windows]
Open the Start menu

[Alt] + underlined letter (in program menu)
Display the corresponding menu – for Example, [Alt] + [F] in a program opens the File menu

[F10]
Activate the menu bar in the active program

[Right Arrow] (in menu bar)
Open the next menu to the right, or open a submenu

[Left Arrow] (in menu bar)
Open the next menu to the left, or close a submenu

[F5]
Refresh the active window

[Alt] + [Up Arrow]
View the folder one level up in Windows Explorer

[Esc]
Cancel the current task

[Ctrl] + [[Shift]] + [Esc]
Open Task Manager. Also [Ctrl] + [Alt] + [Delete] in Windows XP

Hold down [[Shift]] when you insert a CD / DVD
Prevent the CD / DVD from automatically playing

1.1.2. Dialog Box Shortcuts

Use these in dialog boxes – Control Panel items, Save and Open dialogs and so on.

[Ctrl] + [Tab]
Move forward through tabs

[Ctrl] + [Shift] + [Tab]
Move back through tabs

[Tab]
Move forward through options

[Shift] + [Tab]
Move back through options

[Alt] + underlined letter
Perform the command (or select the option) that goes with that letter

[Enter]
Replaces clicking the mouse for many selected commands. Also equivalent to hitting the OK button

[Space]
Change the state of a check box or radio button. Also to click on selected button – the button is clicked after you release the space-bar.

Arrow keys
Select a button if the active option is a group of option buttons

[F4]
Display the items in the active drop-down menu

[Backspace]
Open a folder one level up if a folder is selected in the Save As or Open dialog box

1.1.3. Windows Explorer Shortcuts

[Ctrl] + [N]
Open a new window (Vista only)

[End]
Display the bottom of the active window

[Home]
Display the top of the active window

[F11]
Maximise or minimise the active window (Vista). Go full-screen (XP)

[*] on keypad (Num Lock on)
Display all subfolders under the selected folder

[+] on keypad (Num Lock on)
Display the contents of the selected folder

[-] on keypad (Num Lock on)
Collapse the selected folder

[Left Arrow]
Collapse the current selection (if it is expanded), or select the parent folder

[Alt] + [Left Arrow]
View the previous folder

[Right Arrow]
Display the current selection (if it is collapsed). If not, select the first subfolder (Vista only)

[Alt] + [Right Arrow]
View the next folder

[Ctrl] + Mouse scroll wheel
Change the size and appearance of file and folder icons (Vista only)

[Alt] + [D]
Select the Address bar

1.1.4. Windows Key Shortcuts

[Windows]
Open or close the Start menu

[Windows] + PAUSE
Display the System Properties dialog box

[Windows] +D
Display the desktop

[Windows] +M
Minimize all windows

[Windows] +SHIFT+M
Restore minimized windows to the desktop

[Windows] +E
Open Computer

[Windows] +F
Search for a file or folder

CTRL+[Windows] +F
Search for computers (if you are on a network)

[Windows] +L
Lock your computer or switch users

[Windows] +R
Open the Run dialog box

[Windows] +T
Cycle through programs on the taskbar

[Windows] +TAB
Cycle through programs on the taskbar by using Windows Flip 3-D

CTRL+[Windows] +TAB
Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

[Windows] +SPACEBAR
Bring all gadgets to the front and select Windows Sidebar

[Windows] +G
Cycle through Sidebar gadgets

[Windows] +U
Open Ease of Access Center

[Windows] +X
Open Windows Mobility Center

[Windows] with any number key
Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, [Windows] +1 to launch the first shortcut in the Quick Launch menu.

1.1.5. Ease Of Access Shortcuts
You can turn these off too:

Right [Shift] for eight seconds
Turn Filter Keys on and off

Left [Alt] + left [Shift] + [Print Screen] (or [PrtScrn])
Turn High Contrast on or off

Left [Alt] + left [Shift] + [Num Lock]
Turn Mouse Keys on or off

[Shift] five times
Turn Sticky Keys on or off

[Num Lock] for five seconds
Turn Toggle Keys on or off

Windows logo key + [U]
Open the Ease of Access Center

1.1.6. Shortcuts For Shortcuts

You can also assign your own keyboard shortcuts to programs you use often. We assume that there's already a shortcut to this program in the Start Menu or on your desktop.

Right-click on that shortcut and choose **Properties**. In the dialog

Create shortcuts for shortcuts on your desktop or Start Menu

box, click in the **Shortcut Key** text box and press your shortcut combination. You can use **[Ctrl], [Alt]** and **[Shift]** in your shortcut, but unfortunately not the Windows key. If you're going to use **[Ctrl] + [Alt]**, you don't even need to press them. Windows adds the combination before your shortcut key, so if you hit, say, **[3]**, your shortcut automatically becomes **[Ctrl] + [Alt] + [3]**.

1.2 Windows Run Commands

Instead of navigating through a hundred Windows and dialogs, you can start a number of Windows' utilities from the **Start > Run ([Windows] + [R])** dialog itself.

Utility	Run Command
Accessibility Controls	`access.cpl`
Accessibility Wizard	`accwiz`
Add Hardware Wizard	`hdwwiz.cpl`
Add/Remove Programs	`wiz.cpl`
Administrative Tools	`control admintools`
Adobe Acrobat (if installed)	`acrobat`
Adobe Distiller (if installed)	`acrodist`
Adobe Photoshop (if installed)	`photoshop`
Automatic Updates	`wuaucpl.cpl`
Bluetooth Transfer Wizard	`fsquirt`
Calculator	`calc`
Certificate Manager	`certmgr.msc`
Character Map	`charmap`
Check Disk Utility	`chkdsk`
Clipboard Viewer	`clipbrd`
Command Prompt	`cmd`
Component Services	`dcomcnfg`
Computer Management	`compmgmt.msc`
Control Panel	`control`
Date and Time Properties	`timedate.cpl`
DDE Shares	`ddeshare`
Device Manager	`devmgmt.msc`
Direct X Control Panel (If Installed)	`directx.cpl`
Direct X Troubleshooter	`dxdiag`
Disk Cleanup Utility	`cleanmgr`
Disk Defragment	`dfrg.msc`
Disk Management	`diskmgmt.msc`
Disk Partition Manager	`diskpart`
Display Properties	`control desktop` OR `desk.cpl`
Display Properties (Appearance Tab)	`control color`

Dr. Watson System Troubleshooting Utility ...`drwtsn32`
Driver Verifier Utility ....`verifier`
Event Viewer ....`eventvwr.msc`
Files and Settings Transfer Tool ....`migwiz`
File Signature Verification Tool ....`sigverif`
Findfast ....`findfast.cpl`
Firefox (if installed) ....`firefox`
Folders Properties ....`control folders`
Fonts ....`control fonts`
Fonts Folder ....`fonts`
Free Cell Card Game ....`freecell`
Game Controllers ....`joy.cpl`
Group Policy Editor (XP Professional) ....`gpedit.msc`
Hearts Card Game ....`mshearts`
Help and Support ....`helpctr`
HyperTerminal ....`hypertrm`
Iexpress Wizard ....`iexpress`
Indexing Service ....`ciadv.msc`
Internet Connection Wizard ....`icwconn1`
Internet Explorer ....`iexplore`
Internet Properties ....`inetcpl.cpl`
Internet Setup Wizard ....`inetwiz`
Java Control Panel (If Installed) ....`jpicpl32.cpl`
Java Control Panel (If Installed) ....`javaws`
Keyboard Properties ....`control keyboard`
Local Security Settings ....`secpol.msc`
Local Users and Groups ....`lusrmgr.msc`
Log Out Of Windows ....`logoff`
Malicious Software Removal Tool ....`mrt`
Microsoft Access (if installed) ....`access`
Microsoft Chat ....`winchat`
Microsoft Excel (if installed) ....`excel`
Windows Movie Maker ....`moviemk`
Microsoft Paint ....`mspaint` **OR** `pbrush`
Microsoft Powerpoint (if installed) ....`powerpnt`
Microsoft Word (if installed) ....`winword`
Microsoft Syncronization Tool ....`mobsync`

You won't find yourself using the Malicious Software Removal Tool, but you should. Start > Run > mrt

Minesweeper Game ....`winmine`
Mouse Properties ....`control mouse`
Mouse Properties ....`main.cpl`
Nero (if installed) ....`nero`
Netmeeting ....`conf`
Network Connections ....`control
                                        netconnections`
Network Connections ....`ncpa.cpl`
Network Setup Wizard ....`netsetup.cpl`
Notepad ....`notepad`
Nview Desktop Manager (If Installed) ......`nvtuicpl.cpl`
Object Packager ....`packager`
On Screen Keyboard ....`osk`
Opens AC3 Filter (If Installed) ....`ac3filter.cpl`
Outlook Express ....`msimn`
Password Properties ....`password.cpl`
Performance Monitor ....`perfmon`
Phone and Modem Options ....`telephon.cpl`
Phone Dialer ....`dialer`
Pinball Game ....`pinball`
Power Configuration ....`powercfg.cpl`
Printers and Faxes ....`control printers`
Printers Folder ....`printers`

Private Character Editor . . . . .eudcedit
(to create your own fonts)
Quicktime (If Installed) . . . . .QuickTime.cpl
Quicktime Player (if installed) . . . . .quicktimeplayer
Real Player (if installed) . . . . .realplay
Regional Settings . . . . .intl.cpl
Registry Editor . . . . .regedit
Remote Access Phonebook . . . . .rasphone
Remote Desktop . . . . .mstsc
Removable Storage . . . . .ntmsmgr.msc
Removable Storage Operator Requests . . . . . .ntmsoprq.msc
Resultant Set of Policy (XP Professional) . . . . .rsop.msc
Scanners and Cameras . . . . .sticpl.cpl
Scheduled Tasks . . . . .control schedtasks
Security Center . . . . .wscui.cpl
Services . . . . .services.msc
Shared Folders . . . . .fsmgmt.msc
Shuts Down Windows .shutdown
Sounds and Audio . . . . .mmsys.cpl
Spider Solitare Card Game . . . . .spider
SQL Client Configuration . . . . .cliconfg
System Configuration Editor . . . . .sysedit
System Configuration Utility . . . . .msconfig
System Information msinfo32
System Properties . . . . .sysdm.cpl
Task Manager . . . . .taskmgr
TCP Tester . . . . .tcptest
Tweak UI (if installed) .tweakui
User Account Management . . . . .nusrmgr.cpl
Utility Manager . . . . .utilman
Windows Address Book . . . . .wab
Windows Address Book Import Utility . . . . . . .wabmig
Windows Backup Utility (if installed) . . . . .ntbackup
Windows Explorer . . . . .explorer
Windows Firewall . . . . .firewall.cpl
Windows Magnifier . . . . .magnify
Windows Management Infrastructure . . . . .wmimgmt.msc

```
Windows Media Player ...................wmplayer
Windows Messenger .....................msmsgs
Windows Picture Import Wizard ...........wiaacmgr
(camera connected)
Windows System Security Tool ............syskey
Windows Update Launches ...............wupdmgr
Windows Version ......................winver
```


Use the Windows System Security Tool to encrypt your PC's user database. Start > Run > syskey
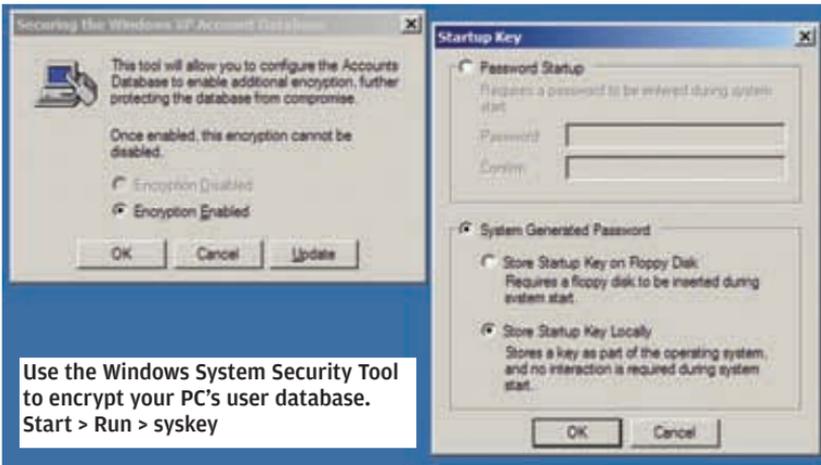
```
Windows XP Tour Wizard .................tourstart
Wordpad ..............................write
```

And if this isn't enough, you can create your own Windows Run command with incredible ease, too. First, create a shortcut for the program in question. Move this shortcut to C:\Windows and give it a short, simple name. You'll now be able to run the program by hitting [Windows] + [R] and typing the name of this shortcut.

1.3 Windows Command Line Utilities

Windows XP removes your reliance on the Command Prompt, but it still packs a bunch of utilities that'll either get you working faster, or simply give you access to tools you didn't even know you

had. This is not an exhaustive list – we've omitted commands that aren't much use to most people.

1.3.1. The Utilities

Assoc

Displays or modifies file name extension associations. Used without parameters, it displays a list of all the current file name extension associations.

Syntax:
```
assoc [ .ext[ =[ filetype]]]
```

`.ext`: Specifies the file name extension.
`filetype`: Specifies the file type with which you want to associate the specified file name extension.

At

Schedules commands and programs to run on a computer at a specified time and date. You can use at only when the Schedule service is running. Used without parameters, it lists scheduled commands.

Syntax:
```
at [ \\ComputerName] [{[ ID] [ /delete]|/delete [ /yes]}]
```

```
at [[ \\ComputerName]  hours:minutes [ /interactive]
[{ /every:date[ ,...] |/next:date[ ,...]}]  command]
```

`\\ ComputerName`: Specifies a remote computer. If you omit this parameter, at schedules the commands and programs on the local computer.
`ID`: Specifies the identification number assigned to a scheduled command.
`/delete`: Cancels a scheduled command. If you omit ID, all of the scheduled commands on the computer are cancelled.
`/yes`: Answers yes to all queries from the system when you delete scheduled events.

`hours : minutes`: Specifies the time when you want to run the command. Time is expressed as hours:minutes in 24-hour notation (that is, 00:00 [midnight] through 23:59).

`/interactive` : Allows the command to interact with the desktop of the user who is logged on at the time command runs.

`/every:` : Runs command on every specified day or days of the week or month (for example, every Thursday, or the third day of every month).

`date`: Specifies the date when you want to run the command. You can specify one or more days of the week (that is, type M,T,W,Th,F,S,Su) or one or more days of the month (that is, type 1 through 31). Separate multiple date entries with commas. If you omit date, at uses the current day of the month.

`/next:` : Runs command on the next occurrence of the day (for example, next Thursday).

`command`: Specifies the Windows command, program (that is, `.exe` or `.com` file), or batch program (that is, `.bat` or `.cmd` file) that you want to run. When the command requires a path as an argument, use the absolute path (that is, the entire path beginning with the drive letter). If the command is on a remote computer, specify Universal Naming Convention (UNC) notation for the server and share name, rather than a remote drive letter.

Attrib
Displays, sets, or removes the read-only, archive, system, and hidden attributes assigned to files or directories. Used without parameters, attrib displays attributes of all files in the current directory.

Syntax:
```
attrib [{+r|-r}] [{+a|-a}] [{+s|-s}] [{+h|-h}]
[[ Drive:][ Path] FileName] [ /s[ /d]]
```

`+r`: Sets the read-only file attribute.
`-r`: Clears the read-only file attribute.
`+a`: Sets the archive file attribute.
`-a`: Clears the archive file attribute.
`+s`: Sets the system file attribute.

-s: Clears the system file attribute.

+h: Sets the hidden file attribute.

-h: Clears the hidden file attribute.

[Drive :][Path] FileName: Specifies the location and name of the directory, file, or set of files for which you want to display or change attributes. You can use wildcard characters (that is, ? and *) in the FileName parameter to display or change the attributes for a group of files.

/s: Applies attrib and any command-line options to matching files in the current directory and all of its subdirectories.

/d: Applies attrib and any command-line options to directories.

Bootcfg
Configures, queries, or changes Boot.ini file settings.

Syntax:
```
bootcfg /[ sub-utility]
```

Sub-utilities:

/Copy

Makes a copy of an existing boot entry [operating systems] section for which you can add OS options to.

/Delete

Deletes an existing boot entry in the [operating systems] section of the BOOT.INI file. You must specify the entry# to delete.

/Query

Displays the current boot entries and their settings.

/Raw

Allows you to specify any switch options to be added for a specified boot entry.

/Timeout

Allows you to change the Timeout value.

/Default
Allows you to change the Default boot entry.

/EMS
Allows you to configure the /redirect switch for headless support for a boot entry.

/Debug
Allows you to specify the port and baud rate for remote debugging for a specified boot entry.

/Addsw
Allows you to add predefined switches for a specific boot entry.

/Rmsw
Allows you to remove predefined switches for a specific boot entry.

/Dbg1394
Allows you to configure 1394 port debugging for a specified boot entry.

Chkdsk
Creates and displays a status report for the disk. Also lists and corrects errors on the disk. Used without parameters, chkdsk displays the status of the disk in the current drive.

Syntax:
chkdsk [drive:] [/p] [/r]

drive: Specifies the drive that you want chkdsk to check.

/p: Performs an exhaustive check even if the drive is not marked for chkdsk to run. This parameter does not make any changes to the drive.

/r: Locates bad sectors and recovers readable information. Implies /p.

Cipher

Displays or alters the encryption of folders and files on NTFS volumes. Used without parameters, cipher displays the encryption state of the current folder and any files it contains.

Syntax:
```
cipher [{/e|/d}] [/s:dir] [/a] [/i] [/f] [/q] [/h]
[/k] [/u[/n]] [PathName [...]] |
[/r:PathNameWithoutExtension] | [/w:PathName]
```

`/e`: Encrypts the specified folders. Folders are marked so that files that are added to the folder later are encrypted too.

`/d`: Decrypts the specified folders. Folders are marked so that files that are added to the folder later are encrypted too.

`/s: dir`: Performs the selected operation in the specified folder and all subfolders.

`/a`: Performs the operation for files and directories.

`/i`: Continues performing the specified operation even after errors occur. By default, cipher stops when it encounters an error.

`/f`: Forces the encryption or decryption of all specified objects. By default, cipher skips files that have been encrypted or decrypted already.

`/q`: Reports only the most essential information.

`/h`: Displays files with hidden or system attributes. By default, these files are not encrypted or decrypted.

`/k`: Creates a new file encryption key for the user running cipher. If you use this option, cipher ignores all of the other options.

`/u`: Updates the user's file encryption key or recovery agent's key to the current ones in all of the encrypted files on local drives (that is, if the keys have been changed). This option only works with `/n`.

`/n`: Prevents keys from being updated. Use this option to find all of the encrypted files on the local drives. This option only works with `/u`.

`PathName`: Specifies a pattern, file, or folder.

`/r: PathNameWithoutExtension`: Generates a new recovery agent certificate and private key, and then writes them to files

with the file name specified in `PathNameWithoutExtension`. If you use this option, cipher ignores all of the other options.

`/w: PathName`: Removes data on unused portions of a volume. PathName can indicate any directory on the desired volume. If you use this option, cipher ignores all of the other options.

Comp

Compares the contents of two files or sets of files byte by byte. Used without parameters, comp prompts you to enter the files to compare.

Syntax:
```
comp [ data1] [ data2] [ /d] [ /a] [ /l] [ /n=number] [ /c]
```

`data1`: Specifies the location and name of the first file or set of files you want to compare. You can use wildcard characters (* and ?) to specify multiple files.

`data2`: Specifies the location and name of the second file or set of files you want to compare. You can use wildcard characters (* and ?) to specify multiple files.

`/d`: Displays differences in decimal format. (The default format is hexadecimal.)

`/a`: Displays differences as characters.

`/l`: Displays the number of the line on which a difference occurs, instead of displaying the byte offset.

`/n= number`: Compares the first number of lines of both files, even if the files are different sizes.

`/c`: Performs a comparison that is not case-sensitive.

Compact

Displays and alters the compression of files or directories on NTFS partitions. Used without parameters, compact displays the compression state of the current directory.

Syntax:
```
compact [{/c|/u}] [ /s[ :dir]] [ /a] [ /i] [ /f] [ /q]
[ FileName[ ...]]
```

`/c`: Compresses the specified directory or file.

`/u`: Uncompresses the specified directory or file.

`/s:dir`: Specifies that the requested action (compress or uncompress) be applied to all subdirectories of the specified directory, or of the current directory if none is specified.

`/a`: Displays hidden or system files.

`/i`: Ignores errors.

`/f`: Forces compression or uncompression of the specified directory or file. This is used in the case of a file that was partly compressed when the operation was interrupted by a system crash. To force the file to be compressed in its entirety, use the `/c` and `/f` parameters and specify the partially compressed file.

`/q`: Reports only the most essential information.

`FileName`: Specifies the file or directory. You can use multiple file names and wildcard characters (`*` and `?`).

Copy
Copies one or more files from one location to another.

Syntax:
```
copy [/d] [/v] [/n] [{/y|/-y}] [/z] [{/a|/b}]
Source [{/a|/b}] [+ Source [{/a|/b}] [+ ...]]
[Destination [{/a|/b}]]
```

`/d`: When copying an encrypted file, decrypts the copy.

`/v`: Verifies that new files are written correctly.

`/n`: Uses a short file name, if available, when copying a file with a name longer than eight characters, or with a file extension longer than three characters.

`/y`: Suppresses prompting to confirm that you want to overwrite an existing destination file.

`/-y`: Prompts you to confirm that you want to overwrite an existing destination file.

`/z`: Copies networked files in restartable mode.

`/a`: Indicates an ASCII text file.

`/b`: Indicates a binary file.

Fc
Compares two files and displays the differences between them.

Syntax:
```
fc [/a] [/b] [/c] [/l] [/lbn] [/n] [/t] [/u] [/w]
[/nnnn] [drive1:][path1] filename1
[drive2:][path2] filename2
```

/a: Abbreviates the output of an ASCII comparison. Instead of displaying all of the lines that are different, fc displays only the first and last line for each set of differences.
/b: Compares the files in binary mode. **Fc** compares the two files byte by byte and does not attempt to resynchronize the files after finding a mismatch. This is the default mode for comparing files that have the following file extensions: .exe, .com, .sys, .obj, .lib, or .bin.
/c: Ignores the case of letters.
/l: Compares the files in ASCII mode. Fc compares the two files line by line and attempts to resynchronize the files after finding a mismatch. This is the default mode for comparing files, except files with the following file extensions: .exe, .com, .sys, .obj, .lib, or .bin.
/lb n: Sets the n number of lines for the internal line buffer. The default length of the line buffer is 100 lines. If the files that you are comparing have more than this number of consecutive differing lines, **fc** cancels the comparison.
/n: Displays the line numbers during an ASCII comparison.
/t: Prevents **fc** from converting tabs to spaces. The default behavior is to treat tabs as spaces, with stops at each eighth character position.
/u: Compares files as Unicode text files.
/w: Compresses white space (that is, tabs and spaces) during the comparison. If a line contains many consecutive spaces or tabs, /w treats these characters as a single space. When used with the /w command-line option, **fc** ignores (and does not compare) white space at the beginning and end of a line.
/ nnnn: Specifies the number of consecutive lines that must

match before **fc** considers the files to be resynchronised. If the number of matching lines in the files is less than nnnn, **fc** displays the matching lines as differences. The default value is 2.

[drive1:][path1] filename1: Specifies the location and name of the first file you want to compare. Filename1 is required.
[drive2:][path2] filename2: Specifies the location and name of the second file you want to compare. Filename2 is required.

Expand

Expands one or more compressed files. This command is used to retrieve compressed files from distribution disks.

Syntax:
```
expand [ -r]  Source [ Destination]
expand -d source.cab [ -f:files]
expand source.cab -f:files Destination
```

-r: Renames expanded files.
-d: Displays a list of files in the source location. Does not expand or extract the files.
-f: files: Specifies the files in a cabinet (.cab) file you want to expand. You can use wildcards (* and ?).

Find

Searches for a specific string of text in a file or files. After searching the specified file or files, find displays any lines of text that contain the specified string.

Syntax:
```
find [ /v] [ /c] [ /n] [ /i]  "string" [[ Drive:][ Path]
FileName[ ...]]
```

/v: Displays all lines that do not contain the specified string.
/c: Counts the lines that contain the specified string and displays the total.
/n: Precedes each line with the file's line number.

/i: Specifies that the search is not case-sensitive.

"string": Required. Specifies the group of characters that you want to search for. You must enclose string in quotation marks (that is, "string").

[Drive :][Path] FileName: Specifies the location and name of the file in which to search for the specified string.

Ftp

Transfers files to and from a computer running a File Transfer Protocol (FTP) server service such as Internet Information Services. Ftp can be used interactively or in batch mode by processing ASCII text files.

Syntax:
```
ftp [-v] [-d] [-i] [-n] [-g] [-s:FileName] [-a] [-
w:WindowSize] [-A] [Host]
```

-v: Suppresses the display of FTP server responses.

-d: Enables debugging, displaying all commands passed between the FTP client and FTP server.

-i: Disables interactive prompting during multiple file transfers.

-n: Suppresses the ability to log on automatically when the initial connection is made.

-g: Disables file name globbing. Glob permits the use of the asterisk (*) and question mark (?) as wildcard characters in local file and path names.

-s: FileName: Specifies a text file that contains ftp commands. These commands run automatically after ftp starts. This parameter allows no spaces. Use this parameter instead of redirection (<).

-a: Specifies that any local interface can be used when binding the FTP data connection.

-w: WindowSize: Specifies the size of the transfer buffer. The default window size is 4096 bytes.

-A: Logs onto the FTP server as anonymous.

Host: Specifies the computer name, IP address, or IPv6 address of the FTP server to which to connect. The host name or address, if specified, must be the last parameter on the line.

Ipconfig

Displays all current TCP/IP network configuration values and refreshes Dynamic Host Configuration Protocol (DHCP) and Domain Name System (DNS) settings. Used without parameters, ipconfig displays the IP address, subnet mask, and default gateway for all adapters.

```
Syntax:
ipconfig [ /all] [ /renew [ Adapter]] [ /release
[ Adapter]] [ /flushdns] [ /displaydns] [ /registerdns]
[ /showclassid Adapter] [ /setclassid Adapter
[ ClassID]]
```

`/all`: Displays the full TCP/IP configuration for all adapters. Without this parameter, ipconfig displays only the IP address, subnet mask, and default gateway values for each adapter. Adapters can represent physical interfaces, such as installed network adapters, or logical interfaces, such as dial-up connections.

`/renew [ Adapter]`: Renews DHCP configuration for all adapters (if an adapter is not specified) or for a specific adapter if the Adapter parameter is included. This parameter is available only on computers with adapters that are configured to obtain an IP address automatically. To specify an adapter name, type the adapter name that appears when you use ipconfig without parameters.

`/release [ Adapter]`: Sends a DHCPRELEASE message to the DHCP server to release the current DHCP configuration and discard the IP address configuration for either all adapters (if an adapter is not specified) or for a specific adapter if the Adapter parameter is included. This parameter disables TCP/IP for adapters configured to obtain an IP address automatically. To specify an adapter name, type the adapter name that appears when you use ipconfig without parameters.

`/flushdns`: Flushes and resets the contents of the DNS client resolver cache. During DNS troubleshooting, you can use this procedure to discard negative cache entries from the cache, as well as any other entries that have been added dynamically.

`/displaydns`: Displays the contents of the DNS client resolver cache, which includes both entries preloaded from the local Hosts file and any recently obtained resource records for name queries resolved by the computer. The DNS Client service uses this information to resolve frequently queried names quickly, before querying its configured DNS servers.

`/registerdns`: Initiates manual dynamic registration for the DNS names and IP addresses that are configured at a computer. You can use this parameter to troubleshoot a failed DNS name registration or resolve a dynamic update problem between a client and the DNS server without rebooting the client computer. The DNS settings in the advanced properties of the TCP/IP protocol determine which names are registered in DNS.

`/showclassid Adapter`: Displays the DHCP class ID for a specified adapter. To see the DHCP class ID for all adapters, use the asterisk (*) wildcard character in place of Adapter. This parameter is available only on computers with adapters that are configured to obtain an IP address automatically.

`/setclassid Adapter [ ClassID ]`: Configures the DHCP class ID for a specified adapter. To set the DHCP class ID for all adapters, use the asterisk (*) wildcard character in place of Adapter. This parameter is available only on computers with adapters that are configured to obtain an IP address automatically. If a DHCP class ID is not specified, the current class ID is removed.

Label
Creates, changes, or deletes the volume label (that is, the name) of a disk. Used without parameters, label changes the current volume label or deletes the existing label.

Syntax:
```
label [ Drive:][ label]
label [ /MP][ volume][ label]
```

`Drive`: Specifies the drive letter (followed by a colon) of the disk you want to name.

`label:` Specifies the name for the volume.

`/MP:` Specifies that the volume should be treated as a mount point or volume name.

`volume:` Specifies the drive letter (followed by a colon), mount point, or volume name. If a volume name is specified, the /MP parameter is unnecessary.

Netstat

Displays active TCP connections, ports on which the computer is listening, Ethernet statistics, the IP routing table, IPv4 statistics (for the IP, ICMP, TCP, and UDP protocols), and IPv6 statistics (for the IPv6, ICMPv6, TCP over IPv6, and UDP over IPv6 protocols). Used without parameters, netstat displays active TCP connections.

Syntax:
```
netstat [ -a] [ -e] [ -n] [ -o] [ -p Protocol] [ -
s] [ Interval]
```

`-a:` Displays all active TCP connections and the TCP and UDP ports on which the computer is listening.

`-e:` Displays Ethernet statistics, such as the number of bytes and packets sent and received. This parameter can be combined with -s.

`-n:` Displays active TCP connections, however, addresses and port numbers are expressed numerically and no attempt is made to determine names.

`-o:` Displays active TCP connections and includes the process ID (PID) for each connection. You can find the application based on the PID on the Processes tab in Windows Task Manager. This parameter can be combined with `-a`, `-n`, and `-p`.

`-p Protocol:` Shows connections for the protocol specified by Protocol. In this case, the Protocol can be tcp, udp, tcpv6, or udpv6. If this parameter is used with `-s` to display statistics by protocol, Protocol can be tcp, udp, icmp, ip, tcpv6, udpv6, icmpv6, or ipv6.

`-s:` Displays statistics by protocol. By default, statistics are shown for the TCP, UDP, ICMP, and IP protocols. If the IPv6 protocol for Windows XP is installed, statistics are shown for the TCP over IPv6,

UDP over IPv6, ICMPv6, and IPv6 protocols. The -p parameter can be used to specify a set of protocols.

-r: Displays the contents of the IP routing table. This is equivalent to the `route print` command.

`Interval`: Redisplays the selected information every Interval seconds. Press CTRL+C to stop the redisplay. If this parameter is omitted, netstat prints the selected information only once.

Net Services

Many services use networking commands that begin with the word net. Get a list of all available net commands by typing `net/?` at a command prompt.

Example:
```
net start
```

Pagefileconfig.vbs

Enables an administrator to display and configure a system's paging file Virtual Memory settings. Changes a system's existing paging file Virtual Memory settings.

Syntax:
```
pagefileconfig[ .vbs] /change [ /s Computer [ /u
Domain\User [ /p Password]]] {[ /iInitialPageFileSize]
|[ /m MaximumPageFileSize]} /vo { VolumeLetter|*}
[ /vo { VolumeLetter2|*} [ ...]]
```

`/s Computer`: Specifies the name or IP address of a remote computer (do not use backslashes). The default is the local computer.

`/u Domain \ User`: Runs the script with the account permissions of the user specified by `User` or `Domain\User`. The default is the permissions of the current logged on user on the computer issuing the command.

`/p Password`: Specifies the password of the user account that is specified in the `/u` parameter.

`/i InitialPageFileSize`: Specifies the new initial size (in MB) to use for the paging file specified.

/m MaximumPageFileSize: Specifies the new maximum size (in MB) to use for the paging file specified.

/vo { VolumeLetter |*}: Specifies the volume or volumes of the paging file settings to be changed. The volume is specified by a letter followed by a colon (for example, "C:").

Ping

Verifies IP-level connectivity to another TCP/IP computer by sending Internet Control Message Protocol (ICMP) Echo Request messages. Ping is the primary TCP/IP command used to troubleshoot connectivity, reachability, and name resolution.

Syntax:
```
ping [-t] [-a] [-n Count] [-l Size] [-f] [-i TTL]
[-v TOS] [-r Count] [-s Count] [{-j HostList | -k
HostList}] [-w Timeout] [TargetName]
```

-t: Specifies that ping continue sending Echo Request messages to the destination until interrupted. To interrupt and display statistics, press CTRL-BREAK. To interrupt and quit ping, press CTRL-C.

-a: Specifies that reverse name resolution is performed on the destination IP address. If this is successful, ping displays the corresponding host name.

-n Count: Specifies the number of Echo Request messages sent. The default is 4.

-l Size: Specifies the length, in bytes, of the Data field in the Echo Request messages sent. The default is 32. The maximum size is 65,527.

-f: Specifies that Echo Request messages are sent with the Don't Fragment flag in the IP header set to 1. The Echo Request message cannot be fragmented by routers in the path to the destination. This parameter is useful for troubleshooting path Maximum Transmission Unit (PMTU) problems.

-i TTL: Specifies the value of the TTL field in the IP header for Echo Request messages sent. The default is the default TTL value for the host. For Windows XP hosts, this is typically 128. The maximum TTL is 255.

-v TOS: Specifies the value of the Type of Service (TOS) field in the IP header for Echo Request messages sent. The default is 0. TOS is specified as a decimal value from 0 to 255.

-r Count: Specifies that the Record Route option in the IP header is used to record the path taken by the Echo Request message and corresponding Echo Reply message. Each hop in the path uses an entry in the Record Route option. If possible, specify a Count that is equal to or greater than the number of hops between the source and destination. The Count must be a minimum of 1 and a maximum of 9.

-s Count: Specifies that the Internet Timestamp option in the IP header is used to record the time of arrival for the Echo Request message and corresponding Echo Reply message for each hop. The Count must be a minimum of 1 and a maximum of 4.

-j HostList: Specifies that the Echo Request messages use the Loose Source Route option in the IP header with the set of intermediate destinations specified in HostList. With loose source routing, successive intermediate destinations can be separated by one or multiple routers. The maximum number of addresses or names in the host list is 9. The host list is a series of IP addresses (in dotted decimal notation) separated by spaces.

-k HostList: Specifies that the Echo Request messages use the Strict Source Route option in the IP header with the set of intermediate destinations specified in HostList. With strict source routing, the next intermediate destination must be directly reachable (it must be a neighbor on an interface of the router). The maximum number of addresses or names in the host list is 9. The host list is a series of IP addresses (in dotted decimal notation) separated by spaces.

-w Timeout: Specifies the amount of time, in milliseconds, to wait for the Echo Reply message that corresponds to a given Echo Request message to be received. If the Echo Reply message is not received within the time-out, the "Request timed out" error message is displayed. The default time-out is 4000 (4 seconds).

TargetName: Specifies the destination, which is identified either by IP address or host name.

Replace

Replaces files in the destination directory with files in the source directory that have the same name. You can also use replace to add unique file names to the destination directory.

Syntax:
```
replace [ drive1:][ path1]  FileName [ drive2:][ path2]
[ /a] [ /p] [ /r] [ /w]
replace [ drive1:][ path1]  FileName [ drive2:][ path2]
[ /p] [ /r] [ /s] [ /w] [ /u]
```

[drive1 :][path1] FileName: Specifies the location and name of the source file or set of files.

[drive2 :][path2]: Specifies the location of the destination file. You cannot specify a file name for files you replace. If you specify neither a drive nor a directory, replace uses the current drive and directory as the destination.

/a: Adds new files to the destination directory instead of replacing existing files. You cannot use this command-line option with the /s or /u command-line option.

/p: Prompts you for confirmation before replacing a destination file or adding a source file.

/r: Replaces read-only files as well as unprotected files. If you do not specify this command-line option but attempt to replace a read-only file, an error results and stops the replacement operation.

/w: Waits for you to insert a disk before replace begins to search for source files. If you do not specify /w, replace begins replacing or adding files immediately after you press [Enter] .

/s: Searches all subdirectories of the destination directory and replaces matching files. You cannot use the /s command-line option with the /a command-line option. The replace command does not search subdirectories specified in path1.

/u: Replaces (updates) only those files on the destination directory that are older than those in the source directory. You cannot use the /u command-line option with the /a command-line option.

SC
Communicates with the Service Controller and installed services.
SC.exe retrieves and sets control information about services. You
can use SC.exe for testing and debugging service programs.

Syntax:
sc /command [ServiceName]

Commands:
Query: Queries the status for a service, or enumerates the status
for types of services.
Queryex: Queries the extended status for a service, or enumer-
ates the status for types of services.
Start: Starts a service.
Pause: Sends a PAUSE control request to a service.
Interrogate: Sends an INTERROGATE control request to a service.
Continue: Sends a CONTINUE control request to a service.
Stop: Sends a STOP request to a service.
Config: Changes the configuration of a service (persistant).
Description: Changes the description of a service.
Failure: Changes the actions taken by a service upon failure.
Qc: Queries the configuration information for a service.
Qdescription: Queries the description for a service.
Qfailure: Queries the actions taken by a service upon failure.
Delete: Deletes a service (from the registry).
Create: Creates a service. (adds it to the registry).
Control: Sends a control to a service.
Sdshow: Displays a service's security descriptor.
Sdset: Sets a service's security descriptor.
GetDisplayName: Gets the DisplayName for a service.
GetKeyName: Gets the ServiceKeyName for a service.
EnumDepend: Enumerates Service Dependencies.
    The following commands don't require a service name:
Boot (ok | bad): Indicates whether the last boot should be
saved as the last-known-good boot configuration
Lock: Locks the Service Database
QueryLock: Queries the LockStatus for the SCManager Database

Shutdown

Allows you to shut down or restart a local or remote computer. Used without parameters, shutdown will logoff the current user.

Syntax:
```
shutdown [{ -l|-s|-r|-a}] [ -f] [ -m [ \\ComputerName]]
[ -t xx] [ -c "message"] [ -d[ u][ p] :xx:yy]
```

`-l:` Logs off the current user, this is also the defualt. `-m` `ComputerName` takes precedence.
`-s:` Shuts down the local computer.
`-r:` Reboots after shutdown.
`-a:` Aborts shutdown. Ignores other parameters, except `-l` and `ComputerName`. You can only use `-a` during the time-out period.
`-f:` Forces running applications to close.
`-m [ \\ ComputerName ]:` Specifies the computer that you want to shut down.
`-t xx:` Sets the timer for system shutdown in xx seconds. The default is 20 seconds.
`-c "message":` Specifies a message to be displayed in the Message area of the System Shutdown window. You can use a maximum of 127 characters. You must enclose the message in quotation marks.
`-d [ u ][ p ] : xx : yy:` Lists the reason code for the shutdown:
`u:` Indicates a user code.
`p:` Indicates a planned shutdown code.
`xx:` Specifies the major reason code (0-255).
`yy:` Specifies the minor reason code (0-65536).

Taskkill

Ends one or more tasks or processes. Processes can be killed by process ID or image name.
Syntax:
```
taskkill [ /s Computer] [ /u Domain\User [ /p
Password]]] [ /fi FilterName] [ /pid ProcessID] |[ /im
ImageName] [ /f][ /t]
```

/s Computer: Specifies the name or IP address of a remote computer (do not use backslashes). The default is the local computer.
/u Domain \ User: Runs the command with the account permissions of the user specified by User or Domain\User. The default is the permissions of the current logged on user on the computer issuing the command.
/p Password: Specifies the password of the user account that is specified in the /u parameter.
/fi FilterName: Specifies the types of process(es) to include in or exclude from termination.

Tracert

Determines the path taken to an Internet or intranet destination by sending Internet Control Message Protocol (ICMP) Echo Request messages to the destination. The path displayed is the list of near-side router interfaces of the routers in the path between a source host and a destination. The near-side interface is the interface of the router that is closest to the sending host in the path.

Syntax:
```
tracert [ -d] [ -h MaximumHops] [ -j HostList] [ -w
Timeout] [ TargetName]
```

-d: Prevents tracert from attempting to resolve the IP addresses of intermediate routers to their names. This can speed up the display of tracert results.
-h MaximumHops: Specifies the maximum number of hops in the path to search for the target (destination). The default is 30 hops.
-j HostList: Specifies that Echo Request messages use the Loose Source Route option in the IP header with the set of intermediate destinations specified in HostList. With loose source routing, successive intermediate destinations can be separated by one or multiple routers. The maximum number of addresses or names in the host list is 9. The HostList is a series of IP addresses (in dotted decimal notation) separated by spaces.
-w Timeout: Specifies the amount of time in milliseconds to wait for the ICMP Time Exceeded or Echo Reply message corre-

sponding to a given Echo Request message to be received. If not received within the time-out, an asterisk (*) is displayed. The default time-out is 4000 (4 seconds).
TargetName: Specifies the destination, identified either by IP address or host name.

Tree
Graphically displays the directory structure of a path or of the disk in a drive.

Syntax:
tree [Drive:][Path] [/f] [/a]

Drive: Specifies the drive that contains the disk for which you want to display the directory structure.
Path: Specifies the directory for which you want to display the directory structure.
/f: Displays the names of the files in each directory.
/a: Specifies that tree is to use text characters instead of graphic characters to show the lines linking subdirectories.

1.3.2. Using The Command Prompt Smartly
Some handy command prompt shortcuts to get you cmd-ing like the pros:
Use **[F7]** to open a list of your last used commands – very handy if you've used many commands and/or keep forgetting syntaxes. If you already know a command number, use **[F9]** and enter the command number to run it.

Use **[F1]** to repeat the characters of the previous command one by one. To repeat more characters, use **[F2]** and indicate the character up to which you want to copy the previous command. For example, if the previous command is ping 128.128.17.12, and you want to ping 128.128.19.11, just use **[F2]** and **[7]** to copy everything before the 7.

Microsoft Office

Few of us can imagine life without Microsoft Office. Even fewer of us can afford *not* to work faster with it. Even though the new ribbon makes accessing features a lot easier, shortcuts are a much better way of going about business. As you'll see, the ribbon even makes keyboard access easier for us.

2.1.   General Office Shortcuts

These are applicable across all Office applications. To use the ribbon with the keyboard, just hit [Alt]. Office will show you shortcut keys for every tab, and every utility under those tabs. If you're unwilling to remember more shortcuts, just this one feature is enough to accelerate your work in Office.

Function	Shortcut
Select the active tab of the Ribbon and activate the access keys	[Alt] or [F10]. Press either of these keys again to move back to the document and cancel the access keys.
Move to another tab of the Ribbon.	[F10] to select the active tab, and then [Left Arrow] or [Right Arrow]
Hide or show the Ribbon.	[Ctrl] + [F1]
Display the shortcut menu for the selected command.	[Shift] + [F10]

Move the focus to select each of the following areas of the window: Active tab of the Ribbon Any open task panes Toolbar at the bottom of the window Your document	[F6]
Move the focus to each command on the Ribbon, forward or backward, respectively.	[Tab] or [Shift] + [Tab]
Move down, up, left, or right, respectively, among the items on the Ribbon.	Arrow Keys
Activate the selected command or control on the Ribbon.	[Space] or [Enter]
Open the selected menu or gallery on the Ribbon.	[Space] or [Enter]
Activate a command or control on the Ribbon so you can modify a value.	[Enter]
Finish modifying a value in a control on the Ribbon, and move focus back to the document.	[Enter]
Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)	[F1]

2.2. Microsoft Word

2.2.1. General Tasks

These are Word's most common tasks, and are also applicable for other Office tools.

Function	Shortcut
Create a non-breaking space.	[Ctrl] + [Shift] + [Space]
Create a non-breaking hyphen.	[Ctrl] + [-]
Make letters bold.	[Ctrl] + [B]
Make letters italic.	[Ctrl] + [I]
Make letters underline.	[Ctrl] + [U]
Decrease font size one value.	[Ctrl] + [Shift] + [<]
Increase font size one value.	[Ctrl] + [Shift] + [>]
Decrease font size 1 point.	[Ctrl] + [[]
Increase font size 1 point.	[Ctrl] + []]
Remove paragraph or character formatting.	[Ctrl] + [Space]
Copy the selected text or object.	[Ctrl] + [C]
Cut the selected text or object.	[Ctrl] + [X]
Paste text or an object.	[Ctrl] + [V]
Paste special	[Ctrl] + [Alt] + [V]
Paste formatting only	[Ctrl] + [Shift] + [V]
Undo the last action.	[Ctrl] + [Z]
Redo the last action.	[Ctrl] + [Y]
Open the Word Count dialog box.	[Ctrl] + [Shift] + [G]

2.2.2. Working With Documents

Function	Shortcut
Create a new document of the same type as the current or most recent document.	[Ctrl] + [N]
Open a document.	[Ctrl] + [O]
Close a document.	[Ctrl] + [W]
Split the document window.	[Alt] + [Ctrl] + [S]
Remove the document window split.	[Alt] + [Shift] + [C]
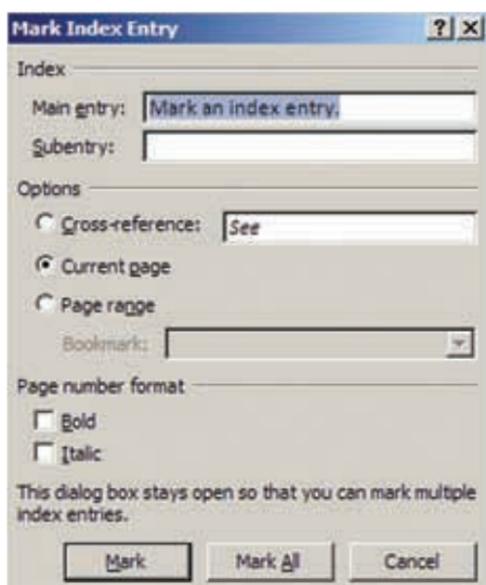
Select a word or phrase and use [Alt] + [Shift] + [X] to add it to an index – very useful if you're working on a large volume

Save a document. . . . .[Ctrl] + [S]
Find text, formatting, and
special items. . . . .[Ctrl] + [F]
Repeat find (after closing Find and
Replace window). . . . .[Alt] + [Ctrl] + [Y]
Replace text, specific formatting,
and special items. . . . .[Ctrl] + [H]
Go to a page, bookmark, footnote,
table, comment, graphic, or other
location. . . . .[Ctrl] + [G]
Switch between the last four places
that you have edited. . . . .[Alt] + [Ctrl] + [Z]
Open a list of browse options. Press
the arrow keys to select an option,
and then press ENTER to browse
through a document by using the
selected option. . . . .[Alt] + [Ctrl] + [Home]
Move to the previous edit location. . . . . . .[Ctrl] + [Page Up]
Move to the next edit location. . . . .[Ctrl] + [Page Down]

Switch to Print Layout view. . . . .[Alt] + [Ctrl] + [P]
Switch to Outline view. . . . .[Alt] + [Ctrl] + [O]
Switch to Draft view. . . . .[Alt] + [Ctrl] + [N]
Promote a paragraph. . . . .[Alt] + [Shift] + [Left
                                                     Arrow]
Demote a paragraph. . . . .[Alt] + [Shift] + [Right
                                                     Arrow]
Demote to body text. . . . .[Ctrl] + [Shift] + [N]
Move selected paragraphs up. . . . .[Alt] + [Shift] + [Up
                                                     Arrow]
Move selected paragraphs down. . . . .[Alt] + [Shift] +
                                                     [Down Arrow]
Expand text under a heading. . . . .[Alt] + [Shift] + [+]
Collapse text under a heading. . . . .[Alt] + [Shift] + [-]
Expand or collapse all text or headings. .[Alt] + [Shift] + [A]
Hide or display character formatting. . . .[/] (keypad)
Show the first line of body text or
all body text. . . . .[Alt] + [Shift] + [L]
Show all headings with the
Heading 1 style. . . . .[Alt] + [Shift] + [1]
Show all headings up to Heading n. . . . .[Alt] + [Shift] + [n]
Insert a tab character. . . . .[Ctrl] + [Tab]
Print a document. . . . .[Ctrl] + [P]
Switch in or out of print preview. . . . . . .[Alt] + [Ctrl] + [I]
Move around the preview page when
zoomed in. . . . . .Arrow keys
Move by one preview page when
zoomed out. . . . .[Page Up] or
                                                     [Page Down]
Move to the first preview page when
zoomed out. . . . .[Ctrl] + [Home]
Move to the last preview page when
zoomed out. . . . .[Ctrl] + [End]
Insert a comment. . . . .[Alt] + [Ctrl] + [M]
Turn change tracking on or off. . . . .[Ctrl] + [Shift] + [E]
Close the Reviewing Pane if it is open. . . .[Alt] + [Shift] + [C]
Go to beginning of document.

(Reading View) . . . .[Home]
Go to end of document. (Reading View) . .[End]
Go to page n. (Reading View) . . . .[n], [Enter]
Exit reading layout view. . . . .[Esc]
Mark a table of contents entry. . . . .[Alt] + [Shift] + [O]
Mark a table of authorities entry
(citation). . . . .[Alt] + [Shift] + [I]
Mark an index entry. . . . .[Alt] + [Shift] + [X]
Insert a footnote. . . . .[Alt] + [Ctrl] + [F]
Insert an endnote. . . . .[Alt] + [Ctrl] + [D]
Insert a hyperlink. . . . .[Ctrl] + [K]
Go back one page. . . . .[Alt] + [Left Arrow]
Go forward one page. . . . .[Alt] + [Right Arrow]
Refresh. . . . .[F9]

2.2.3. Editing

Function	Shortcut
Delete one character to the left.	[Backspace]
Delete one word to the left.	[Ctrl] + [Backspace]
Delete one character to the right.	[Delete]
Delete one word to the right.	[Ctrl] + [Delete]
Cut selected text to the Office Clipboard. .	[Ctrl] + [X]
Undo the last action.	[Ctrl] + [Z]
Cut to the Spike (similar to the Clipboard).	[Ctrl] + [F3]
Open the Office Clipboard	Press [Alt] + [H] > [F] > [O]

Move text or graphics once. . . . .[F2] (use the cursor and
 press [Enter])
Copy text or graphics once. . . . .[Shift] + [F2] (use the
 cursor and press [Enter])

When text or an object is selected,
open the Create New Building Block
dialog box. . . . .[Alt] + [F3]
When the building block — for example,
a SmartArt graphic — is selected,
display the right-click menu that
is associated with it. . . . .[Shift] + [F10]
Paste the Spike contents. . . . .[Ctrl] + [Shift] + [F3]

Copy the header or footer used in the
previous section of the document. . . . . . .[Alt] + [Shift] + [R]
Insert A field . . . .[Ctrl] + [F9]
Insert A line break . . . .[Shift] + [Enter]
Insert A page break . . . .[Ctrl] + [Enter]
Insert A column break . . . .[Ctrl] + [Shift] + [Enter]
Insert An em dash . . . .[Alt] + [Ctrl] + [-]
Insert An en dash / optional hyphen . . . .[Ctrl] + [-]
Insert The copyright symbol . . . .[Alt] + [Ctrl] + [C]
Insert The registered trademark symbol .[Alt] + [Ctrl] + [R]
Insert The trademark symbol . . . .[Alt] + [Ctrl] + [T]
Insert An ellipsis . . . .[Alt] + [Ctrl] + [.]
Insert An AutoText entry . . . . .Type the first few
characters of the AutoText
entry name > [Enter]

Insert the Unicode character for the
specified Unicode (hexadecimal)
character code. . . . . .The character code, [Alt] + [X]
Find out the Unicode character code
for the selected character . . . .[Alt] + [X]
Insert the ANSI character for the
specified ANSI (decimal) character code. .[Alt] + the character code
(on the numeric keypad)

Extended Selections **Press**
Turn extend selection mode on. . . . .[F8]
Select the nearest character. . . . .[F8] > Left or Right Arrow
Increase the size of a selection. . . . .[F8]
Reduce the size of a selection. . . . .[Shift] + [F8]
Turn extend mode off. . . . .[Esc]
Extend a selection one character to
the right. . . . .[Shift] + [Right Arrow]
Extend a selection one character to
the left. . . . .[Shift] + [Left Arrow]
Extend a selection to the end of . . . .[Ctrl] + [Shift] + [Right
a word. Arrow]

Extend a selection to the beginning . . . . [Ctrl] + [Shift] + [Left
of a word.   Arrow]
Extend a selection to the end of a line. . . [Shift] + [End]
Extend a selection to the beginning
of a line. . . . . [Shift] + [Home]
Extend a selection one line down. . . . . . . [Shift] + [Down Arrow]
Extend a selection one line up. . . . . [Shift] + [Up Arrow]
Extend a selection to the end of a para . . [Ctrl] + [Shift] +
                                                          [DownArrow]
Extend a selection to the beginning
of a paragraph. . . . . [Ctrl] + [Shift] + [Up Arrow]
Extend a selection one screen down. . . . [Shift] + [Page Down]
Extend a selection one screen up. . . . . . . [Shift] + [Page Up]
Extend a selection to the beginning
of a document. . . . . [Ctrl] + [Shift] + [Home]
Extend a selection to the end of
a document. . . . . [Ctrl] + [Shift] + [End]
Extend selection to the end of a window [Alt] + [Ctrl] + [Shift] +
                                                          [Page Down]
Extend a selection to include the
entire document. . . . . [Ctrl] + [A]
Select a vertical block of text. . . . . [Ctrl] + [Shift] + [F8] with
                                                          Arrow keys
Extend a selection to a specific
location in a document. . . . . [F8] with arrow keys

Text in tables   **Press**
Select the next cell's contents. . . . . [Tab]
Select the preceding cell's contents. . . . . [Shift] + [Tab]
Extend a selection to adjacent cells. . . . . [Shift] + Arrow key
Select a column. . . . . [Shift] + [Alt] + [Page
                                                          Down] - select the
                                                          column from top to
                                                          bottom.
                                                          Press [Shift] + [Alt] + [Page
                                                          Up] - select the column
                                                          from bottom to top.

Select an entire table. . . . .[Alt] + [5] (Keypad
with Num Lock off)
Move One character to the left . . . .[Left Arrow]
Move One character to the right . . . .[Right Arrow]
Move One word to the left . . . .[Ctrl] + [Left Arrow]
Move One word to the right . . . .[Ctrl] + [Right Arrow]
Move One paragraph up . . . .[Ctrl] + [Up Arrow]
Move One paragraph down . . . .[Ctrl] + [Down Arrow]
Move One cell to the left (in a table) . . . . .[Shift] + [Tab]
Move One cell to the right (in a table) . . .[Tab]
Move Up one line . . . .[Up Arrow]
Move Down one line . . . .[Down Arrow]
Move To the end of a line . . . .[End]
Move To the beginning of a line . . . .[Home]
Move To the top of the window . . . .[Alt] + [Ctrl] + [Page Up]
Move To the end of the window . . . .[Alt] + [Ctrl] +
[Page Down]
Move Up one screen (scrolling) . . . .[Page Up]
Move Down one screen (scrolling) . . . . . .[Page Down]
Move To the top of the next page . . . . . .[Ctrl] + [Page Down]
Move To the top of the previous page . . .[Ctrl] + [Page Up]
Move To the end of a document . . . .[Ctrl] + [End]
Move To the beginning of a document . .[Ctrl] + [Home]
After opening a document, move to the
location you were working in last . . . .[Shift] + [F5]
Move To the next cell in a row . . . .[Tab]
Move To the previous cell in a row . . . . .[Shift] + [Tab]
Move To the first cell in a row . . . .[Alt] + [Home]
Move To the last cell in a row . . . .[Alt] + [End]
Move To the first cell in a column . . . . . .[Alt] + [Page Up]
Move To the last cell in a column . . . . . .[Alt] + [Page Down]
Move To the previous row . . . .[Up Arrow]
Move To the next row . . . .[Down arrow]
Move One row up . . . .[Alt] + [Shift] +
[Up Arrow]
Move One row down . . . .[Alt] + [Shift] +
[Down Arrow]

2.2.4. Formatting

Function	Shortcut
Copy formatting from text.	[Ctrl] + [Shift] + [C]
Apply copied formatting to text.	[Ctrl] + [Shift] + [V]
Open the Font dialog box to change font.	[Ctrl] + [Shift] + [F]
Open the Font dialog box to change the formatting of characters.	[Ctrl] + [D]
Change the case of letters.	[Shift] + [F3]
Format all letters as capitals.	[Ctrl] + [Shift] + [A]
Apply bold formatting.	[Ctrl] + [B]
Apply an underline.	[Ctrl] + [U]
Underline words but not spaces.	[Ctrl] + [Shift] + [W]
Double-underline text.	[Ctrl] + [Shift] + [D]
Apply hidden text formatting.	[Ctrl] + [Shift] + [H]
Apply italic formatting.	[Ctrl] + [I]
Format letters as small capitals.	[Ctrl] + [Shift] + [K]
Apply subscript formatting (automatic spacing).	[Ctrl] + [=]
Apply superscript formatting (automatic spacing).	[Ctrl] + [Shift] + [+]
Remove manual character formatting.	[Ctrl] + [Space]
Change the selection to the Symbol font.	[Ctrl] + [Shift] + [Q]
Display nonprinting characters.	[Ctrl] + [Shift] + [*] (keypad does not work)
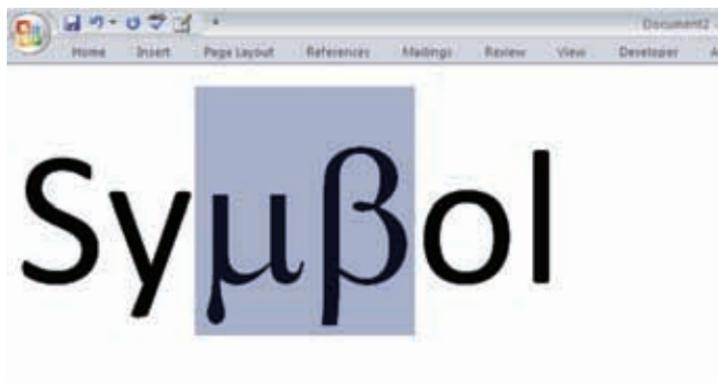
Select a word or phrase and use [Alt] + [Shift] + [X] to add it to an index – very useful if you're working on a large volume

Review text formatting. . . . .[Shift] + [F1]
Single-space lines. . . . .[Ctrl] + [1]
Double-space lines. . . . .[Ctrl] + [2]
Set 1.5-line spacing. . . . .[Ctrl] + [5]
Add or remove one line space
preceding a paragraph. . . . .[Ctrl] + [0]
Switch a paragraph between centered
and left-aligned. . . . .[Ctrl] + [E]
Switch a paragraph between justified
and left-aligned. . . . .[Ctrl] + [J]
Switch a paragraph between right-
aligned and left-aligned. . . . .[Ctrl] + [R]
Left align a paragraph. . . . .[Ctrl] + [L]
Indent a paragraph from the left. . . . .[Ctrl] + [M]
Remove a paragraph indent from
the left. . . . .[Ctrl] + [Shift] + [M]
Create a hanging indent. . . . .[Ctrl] + [T]
Reduce a hanging indent. . . . .[Ctrl] + [Shift] + [T]
Remove paragraph formatting. . . . .[Ctrl] + [Q]
Open Apply Styles task pane. . . . .[Ctrl] + [Shift] + [S]
Open Styles task pane. . . . .[Alt] + [Ctrl] + [Shift] + [S]
Start AutoFormat. . . . .[Alt] + [Ctrl] + [K]
Apply the Normal style. . . . .[Ctrl] + [Shift] + [N]
Apply the Heading 1 style. . . . .[Alt] + [Ctrl] + [1]
Apply the Heading 2 style. . . . .[Alt] + [Ctrl] + [2]
Apply the Heading 3 style. . . . .[Alt] + [Ctrl] + [3]

2.2.5. Function Key Shortcuts

Function   **Shortcut**

Get Help or visit Microsoft Office Online.[F1]
Move text or graphics. . . . .[F2]
Repeat the last action. . . . .[F4]
Choose the Go To command (Home tab). .[F5]
Go to the next pane or frame. . . . .[F6]
Choose the Spelling command
(Review tab). . . . .[F7]
Extend a selection. . . . .[F8]

Update the selected fields. . . . .[F9]
Show KeyTips. . . . .[F10]
Go to the next field. . . . .[F11]
Choose the Save As command
(Microsoft Office Button). . . . .[F12]
Start context-sensitive Help or reveal
formatting. . . . .[Shift] + [F1]
Copy text. . . . .[Shift] + [F2]
Change the case of letters. . . . .[Shift] + [F3]
Repeat a Find or Go To action. . . . .[Shift] + [F4]
Move to the last change. . . . .[Shift] + [F5]
Go to the previous pane or frame
(after pressing F6). . . . .[Shift] + [F6]
Choose the Thesaurus command
(Review tab, Proofing group). . . . .[Shift] + [F7]
Shrink a selection. . . . .[Shift] + [F8]
Switch between a field code and its result. [Shift] + [F9]
Display a shortcut menu. . . . .[Shift] + [F10]
Go to the previous field. . . . .[Shift] + [F11]
Choose the Save command
(Microsoft Office Button). . . . .[Shift] + [F12]
Choose the Print Preview command
(Microsoft Office Button). . . . .[Ctrl] + [F2]
Cut to the Spike. . . . .[Ctrl] + [F3]
Close the window. . . . .[Ctrl] + [F4]
Go to the next window. . . . .[Ctrl] + [F6]
Insert an empty field. . . . .[Ctrl] + [F9]
Maximize the document window. . . . .[Ctrl] + [F10]
Lock a field. . . . .[Ctrl] + [F11]
Choose the Open command
(Microsoft Office Button). . . . .[Ctrl] + [F12]
Insert the contents of the Spike. . . . .[Ctrl] + [Shift] + [F3]
Edit a bookmark. . . . .[Ctrl] + [Shift] + [F5]
Go to the previous window. . . . .[Ctrl] + [Shift] + [F6]
Update linked information in an
Office Word 2007 source document. . . . .[Ctrl] + [Shift] + [F7]
Extend a selection or block. . . . .[Ctrl] + [Shift] + [F8] >
                                        Arrow key

Unlink a field. . . . .[Ctrl] + [Shift] + [F9]
Unlock a field. . . . .[Ctrl] + [Shift] + [F11]
Choose the Print command
(Microsoft Office Button). . . . .[Ctrl] + [Shift] + [F12]
Go to the next field. . . . .[Alt] + [F1]
Create a new Building Block. . . . .[Alt] + [F3]
Exit Office Word 2007. . . . .[Alt] + [F4]
Restore the program window size. . . . . . .[Alt] + [F5]
Move from an open dialog box back
to the document, for dialog boxes
such as Find and Replace that support
this behavior. . . . .[Alt] + [F6]
Find the next misspelling or
grammatical error. . . . .[Alt] + [F7]
Run a macro. . . . .[Alt] + [F8]
Switch between all field codes and
their results. . . . .[Alt] + [F9]
Maximize the program window. . . . .[Alt] + [F10]
Display Microsoft Visual Basic code. . . . . .[Alt] + [F11]
Go to the previous field. . . . .[Alt] + [Shift] + [F1]
Choose the Save command
(Microsoft Office Button). . . . .[Alt] + [Shift] + [F2]
Display the Research task pane. . . . .[Alt] + [Shift] + [F7]
Run GOTOBUTTON or MACROBUTTON
from the field that displays the
field results. . . . .[Alt] + [Shift] + [F9]
Display a menu or message for a smart tag.[Alt] + [Shift] + [F10]
Display Microsoft System Information. . .[Ctrl] + [Alt] + [F1]
Choose the Open command
(Microsoft Office Button). . . . .[Ctrl] + [Alt] + [F2]

2.3. Microsoft Excel

2.3.1. Worksheet Shortcuts

Function	Shortcut
Insert worksheet	[Alt] > [H] > [I] > [S]
Move to the next sheet in the workbook. . .	[Ctrl] + [Page Down]
Move to the previous sheet in the workbook.	[Ctrl] + [Page Up]
Select the current and next sheet. To cancel selection of multiple sheets, press [Ctrl] + PAGE DOWN or, to select a different sheet, press [Ctrl] + PAGE UP.	[Shift] + [Ctrl] + [Page Down]
Select the current and previous sheet. . .	[Shift] + [Ctrl] + [Page Up]
Rename the current sheet (Home, Format, Rename Sheet).	[Alt] [H] > [O] > [R]
Move or copy the current sheet (Home, Format, Move or Copy Sheet...). . .	[Alt] [H] > [O] > [M]
Move one cell up, down, left, or right. . . .	Arrow Keys
Move to the edge of the current data region.(Data region: A range of cells that contains data and that is bounded by empty cells or worksheet borders.).	[Ctrl] + Arrow Key
Move to the beginning of the row.	[Home]
Move to the beginning of the worksheet.	[Ctrl] + [Home]
Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.	[Ctrl] + [End]
Move one screen to the right.	[Alt] + [Page Down]
Move one screen to the left.	[Alt] + [Page Up]
Scroll to display the active cell.	[Ctrl] + [Backspace]
Display the Go To dialogue box.	[Alt] > [H] > [FD] > [G]
Display the Find tab of the Find and Replace dialogue box.	[Alt] > [H] > [FD] > [F]
Display the Replace tab of the Find and Replace dialogue box.	[Alt] > [H] > [FD] > [R]

Moves one cell to the right in a
worksheet.Moves between unlocked
cells in a protected worksheet.
Moves to the next option or option
group in a dialogue box. . . . .[Tab]
Move from top to bottom within the
selected range. . . . .[Enter]
Move from bottom to top within the
selected range. . . . .[Shift] + [Enter]
Move from left to right within the
selected range. If cells in a single
column are selected, move down. . . . .[Tab]
Move from right to left within the
selected range. If cells in a single
column are selected, move up. . . . .[Shift] + [Tab]
Move clockwise to the next corner of
the selected range. . . . .[Ctrl] + [.]
In nonadjacent selections, switch to
the next selection to the right. . . . .[Ctrl] + [Alt] + [Right
                                             Arrow]
Switch to the next nonadjacent
selection to the left. . . . .[Ctrl] + [Alt] + [Left Arrow]

2.3.2. Selections

Function   **Shortcut**
Select the entire column. . . . .[Ctrl] + [Space]
Select the entire row. . . . .[Shift] + [Space]
Selects the entire worksheet. . . . .[Ctrl] + [A]
If the worksheet contains data,
[Ctrl] + A selects the current region.
Pressing [Ctrl] + A a second time selects
the current region and its summary
rows. Pressing [Ctrl] + A a third time
selects the entire worksheet.
When the insertion point is to the right
of a function name in a formula, displays
the Function Arguments dialogue box
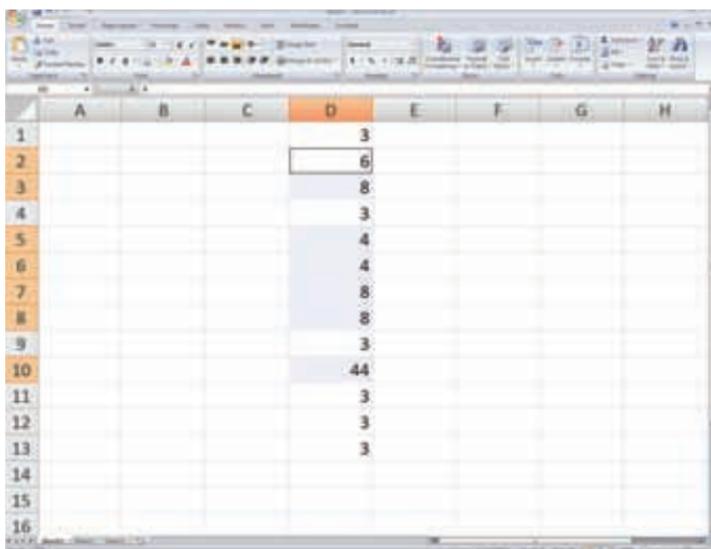
Pick an active cell, select the entire column, then use [Ctrl] + [Shift] + [|] to select cells that aren't equal to the values in the active cell

With multiple cells selected, select
only the active cell. . . . .[Shift] + [Backspace]
With an object selected, select all
objects on a sheet. . . . .[Ctrl] + [Shift] + [Space]
Alternate between hiding objects,
displaying objects, and displaying
placeholders for objects. . . . .[Ctrl] + [6]
Select the current region around the
active cell (the data area enclosed
by blank rows and blank columns).
In a PivotTable report, select the
entire PivotTable report. . . . .[Ctrl] + [Shift] + [*]
Select the array containing the active cell. [Ctrl] + [/]
(Array: Used to build single formulae
that produce multiple results or that
operate on a group of arguments that
are arranged in rows and columns.
An array range shares a common
formula; an array constant is a group
of constants used as an argument.)

Select all cells that contain comments. . .[Ctrl] + [Shift] + [O]
In a selected row, select the cells that
don't match the value in the active cell. .[Ctrl] + [\]
In a selected column, select the cells
that don't match the value in the
active cell. . . . .[Ctrl] + [Shift] + [|]
Select all cells directly referenced by
formulae in the selection. . . . .[Ctrl] + [[]
Select all cells directly or indirectly
referenced by formulae in the selection. .[Ctrl] + [Shift] + [{]
Select cells that contain formulae
that directly reference the active cell. . . .[Ctrl] + []]
Select cells that contain formulae that
directly or indirectly reference the
active cell. . . . .[Ctrl] + [Shift] + [}]
Select the visible cells in the current
selection. . . . .[Alt] + [;]
Add another range of cells to the selection.[Shift] + [F8]
Extend the selection by one cell. . . . .[Shift] + Arrow Key
Extend the selection to the last
nonblank cell in the same column
or row as the active cell. . . . .[Ctrl] + [Shift] + Arrow Key
Extend the selection to the beginning
of the row. . . . .[Shift] + [Home]
Extend the selection to the beginning
of the worksheet. . . . .[Ctrl] + [Shift] + [Home]
Extend the selection to the last used
cell on the worksheet (lower-right corner). .[Ctrl] + [Shift] + [End]
Extend the selection down one screen. . .[Shift] + [Page Down]
Extend the selection up one screen. . . . . .[Shift] + [Page Up]
Extend the selection to the last
nonblank cell in the same column or
row as the active cell. . . . .[End] + [Shift] + Arrow Key
Extend the selection to the last used
cell on the worksheet (lower-right corner). .[End] + [Shift] + [Home]

Extend the selection to the last cell
in the current row. This key sequence
does not work if you have turned on
transition navigation keys (Tools menu,
Options command, Transition tab). . . . . .[End] + [Shift] + [Enter]
Extend the selection to the cell in the
upper-left corner of the window. . . . .[Scroll Lock] + [Shift] + [Home]

2.3.3. Entering, Formatting And Calculations

Function   **Shortcut**
Complete a cell entry and select the
cell below. . . . .[Enter]
Start a new line in the same cell. . . . . . .[Alt] + [Enter]
Fill the selected cell range with the
current entry. . . . .[Ctrl] + [Enter]
Complete a cell entry and select the
previous cell above. . . . .[Shift] + [Enter]
Complete a cell entry and select the
next cell to the right. . . . .[Tab]
Complete a cell entry and select the
previous cell to the left. . . . .[Shift] + [Tab]
Cancel a cell entry. . . . .[Esc]
Move one character up, down, left, or right. Arrow Keys
Move to the beginning of the line. . . . . . .[Home]
Repeat the last action if possible. . . . . . .[F4] or [Ctrl] + [Y]
Fill down. . . . .[Ctrl] + [D]
Fill to the right. . . . .[Ctrl] + [R]
Define a name. . . . .[Ctrl] + [F3]
Insert a hyperlink. . . . .[Ctrl] + [K]
Enter the date. . . . .[Ctrl] + [;]
Enter the time. . . . .[Ctrl] + [Shift] + [:]
Display a drop-down list of the values
in the current column of a range. . . . .[Alt] + [Down Arrow]
Undo the last action. . . . .[Ctrl] + [Z]
Start a formula. . . . .[=]
Move the insertion point into the
Formula Bar when editing in a cell
is turned off. . . . .[F2]

In the Formula Bar, delete one
character to the left. . . . .[Backspace]
Complete a cell entry from the cell or
Formula Bar. . . . .[Enter]
Cancel an entry in the cell or
Formula Bar. . . . .[Esc]
In a formula, display the Insert
Function dialogue box. . . . .[Shift] + [F3]
When the insertion point is to the
right of a function name in a
formula, display the Function
Arguments dialogue box. . . . .[Ctrl] + [A]
When the insertion point is to the
right of a function name in a formula,
insert the argument names and
parentheses. . . . .[Ctrl] + [Shift] + [A]
Paste a defined name into a formula.
(Name: A word or string of characters
that represents a cell, range of cells,
formula, or constant value.
Use easy-to-understand names, such as
Products, to refer to hard to under-
stand ranges, such as Sales!C20:C30.) . . . .[F3]
Insert an AutoSum formula with the
SUM function. . . . .[Alt] + [=]
Copy the value from the cell above the
active cell into the cell or the Formula Bar. [Ctrl] + [Shift] + ["]
Copies a formula from the cell above the
active cell into the cell or the Formula Bar. [Ctrl] + [']
Alternate between displaying cell values
and displaying formulae. . . . .[Ctrl] + [`]
Calculate all worksheets in all open
workbooks. When a portion of a formula
is selected, calculate the selected
portion. You can then press [Enter] or
[Ctrl] + [Shift] + [Enter] (for array
formulae) to replace the selected

portion with the calculated value. . . . . . .[F9]

Calculate the active worksheet. . . . .[Shift] + [F9]

Calculate all worksheets in all open
workbooks, regardless of whether they
have changed since the last calculation. .[Ctrl] + [Alt] + [F9]

Rechecks dependent formulae and then
calculates all cells in all open
workbooks, including cells not marked
as needing to be calculated. . . . .[Ctrl] + [Alt] + [Shift] + [F9]

Edit the active cell and position the
insertion point at the end of the cell
contents. . . . .[F2]

Start a new line in the same cell. . . . . . .[Alt] + [Enter]

Edit the active cell and then clear it, or
delete the preceding character in the
active cell as you edit cell contents. . . . .[Backspace]

Delete the character to the right of the
insertion point, or delete the selection. . .[Delete]

Delete text to the end of the line. . . . . . .[Ctrl] + [Delete]

Display the Spelling dialogue box. . . . . .[F7]

Edit a cell comment. . . . .[Shift] + [F2]

Complete a cell entry and select the
next cell below. . . . .[Enter]

Undo the last action. . . . .[Ctrl] + [Z]

Cancel a cell entry. . . . .[Esc]

When the AutoCorrect Smart Tags is
displayed, undo or redo the last
automatic correction. . . . .[Ctrl] + [Shift] + [Z]

Copy the selected cells. . . . .[Ctrl] + [C]

Cut the selected cells. . . . .[Ctrl] + [X]

Paste copied cells. . . . .[Ctrl] + [V]

Clear the contents of the selected cells. . .[Delete]

Delete the selected cells. . . . .[Ctrl] + [-]

Insert blank cells. . . . .[Ctrl] + [Shift] + [+]

Display the Style dialogue box. . . . .[Alt] + [']

Display the Format Cells dialogue box. . .[Ctrl] + [1]

Apply the General number format. . . . . . .[Ctrl] + [Shift] + [~]

Apply the Currency format with two
decimal places (negative numbers in
parentheses). . . . .[Ctrl] + [Shift] + [$]
Apply the Percentage format with no
decimal places. . . . .[Ctrl] + [Shift] + [%]
Apply the Exponential number format
with two decimal places. . . . .[Ctrl] + [Shift] + [^]
Apply the Date format with the day,
month, and year. . . . .[Ctrl] + [Shift] + [#]
Apply the Time format with the hour
and minute, and AM or PM. . . . .[Ctrl] + [Shift] + [@]
Apply the Number format with two
decimal places, thousands separator,
and minus sign (-) for negative values. . . .[Ctrl] + [Shift] + [!]
Apply or remove bold formatting. . . . .[Ctrl] + [B]
Apply or remove italic formatting. . . . . . .[Ctrl] + [I]
Apply or remove underlining. . . . .[Ctrl] + [U]
Apply or remove strikethrough. . . . .[Ctrl] + [5]
Hide the selected rows. . . . .[Ctrl] + [9]
Hide the selected columns. . . . .[Ctrl] + [0]
Unhide any hidden rows within the
selection. . . . .[Ctrl] + [Shift] + [(]
Unhide any hidden columns within the
selection. . . . .[Ctrl] + [Shift] + [)]
Apply the outline border to selected cells. [Ctrl] + [Shift] + [&]
Remove the outline border from the
selected cells. . . . .[Ctrl] + [Shift] + [_]
Apply or remove the top border. . . . .[Alt] + [T]
Apply or remove the bottom border. . . . . .[Alt] + [B]
Apply or remove the left border. . . . .[Alt] + [L]
Apply or remove the right border. . . . .[Alt] + [R]
If cells in multiple rows are selected,
apply or remove the horizontal divider. .[Alt] + [H]
If cells in multiple columns are selected,
apply or remove the vertical divider. . . . .[Alt] + [V]
Apply or remove the downward
diagonal border. . . . .[Alt] + [D]

Apply or remove the upward
diagonal border. . . . .[Alt] + [U]

2.3.4. Function Key Shortcuts

Function   **Shortcut**

Displays the Microsoft Office
Excel Help task pane. . . . .[F1]
Displays or hides the "Ribbon". . . . .[Ctrl] + [F1]
Creates a chart of the data in the
current range. . . . .[Alt] + [F1]
Inserts a new worksheet. . . . .[Alt] + [Shift] + [F1]
Edits the active cell and positions the
insertion point at the end of the cell
contents. It also moves the insertion
point into the Formula Bar when
editing in a cell is turned off. . . . .[F2]
Adds or edits a cell comment. . . . .[Shift] + [F2]
Displays the Print Preview window. . . . .[Ctrl] + [F2]
Displays the Paste Name dialogue box. . .[F3]
Displays the Insert Function dialogue box. [Shift] + [F3]
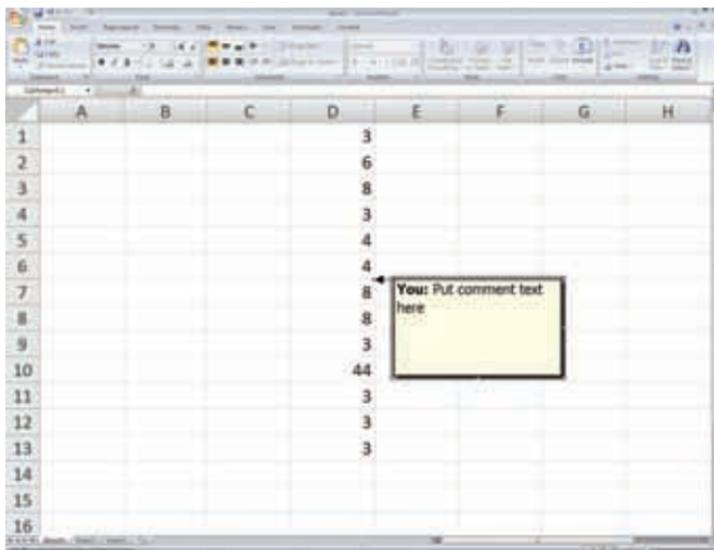
Use [Shift] + [F2] to add comments to cells

Repeats the last command or action,
if possible. . . . .[F4]
Closes the selected workbook window. . .[Ctrl] + [F4]
Displays the Go To dialogue box. . . . .[F5]
Restores the window size of the selected
workbook window. . . . .[Ctrl] + [F5]
Switches between the worksheet,
Ribbon, task pane, and Zoom
controls. In a worksheet that has
been split (View menu, Manage This
Window, Freeze Panes, Split Window
command), F6 includes the split panes
when switching between panes and
the Ribbon area. . . . .[F6]
Switches between the worksheet, Zoom
controls, task pane, and Ribbon. . . . .[Shift] + [F6]
Switches to the next workbook window
when more than one workbook
window is open. . . . .[Ctrl] + [F6]
Displays the Spelling dialogue box to
check spelling in the active worksheet
or selected range. . . . .[F7]
Performs the Move command on the
workbook window when it is not
maximized. Use the arrow keys to move
the window, and when finished press
ENTER, or ESC to cancel. . . . .[Ctrl] + [F7]
Performs the Move command on the
workbook window when it is not
maximized. Use the arrow keys to move
the window, and when finished press
ENTER, or ESC to cancel. . . . .[F8]
Enables you to add a non-adjacent cell
or range to a selection of cells by using
the arrow keys. . . . .[Shift] + [F8]
Calculates all worksheets in all open
workbooks. . . . .[F9]

Calculates the active worksheet. . . . .[Shift] + [F9]

Minimizes a workbook window to an icon. [Ctrl] + [F9]

Calculates all worksheets in all open
workbooks, regardless of whether they
have changed since the last calculation. .[Ctrl] + [Alt] + [F9]

Rechecks dependent formulas, and then
calculates all cells in all open
workbooks, including cells not marked
as needing to be calculated. . . . .[Ctrl] + [Shift] + [Alt] + [F9]

Turns key tips on or off. F10

Displays the shortcut menu for a
selected item. . . . .[Shift] + [F10]

Maximizes or restores the selected
workbook window. . . . .[Ctrl] + [F10]

Displays the menu or message for a
smart tag. If more than one smart tag is
present, it switches to the next smart
tag and displays its menu or message. . . .[Alt] + [Shift] + [F10]

Creates a chart of the data in the
current range. . . . .[F11]

Inserts a new worksheet. . . . .[Shift] + [F11]

Opens the Microsoft Visual Basic Editor,
in which you can create a macro by
using Visual Basic for Applications (VBA). .[Alt] + [F11]

Displays the Save As dialogue box. . . . . . .[F12]

2.3.5. Miscellaneous Shortcuts

Function   **Shortcut**

Selects the tab to the left when the
Ribbon is selected. When a submenu
is open, closes the submenu. Otherwise,
if a menu is open, selects the next menu. .[Left Arrow]

Selects the tab to the right when the
Ribbon is selected. When a menu item
with a submenu is selected, opens the
submenu. Otherwise, if a menu is
open, selects the previous menu. . . . .[Right Arrow]

Selects the next command when a menu or submenu is open. When a Ribbon tab is selected, navigates down the tab group.In a dialogue box, moves down the options in an open drop-down list, or down the options in a group of options. . . . .[Down Arrow]

Selects the previous command when a menu or submenu is open. When a Ribbon tab is selected, navigates up the tab group.In a dialogue box, moves up the options in an open drop-down list, or up the options in a group of options. . . . .[Up Arrow]

Opens a selected drop-down list. . . . .[Down Arrow]

Opens a selected drop-down list. . . . .[Alt] + [Down Arrow]

Deletes one character to the left in the Formula Bar.Also clears the content of the active cell.In cell editing mode, it deletes the character to the left of the insertion point. . . . .[Backspace]

Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. In cell editing mode, it deletes the character to the right of the insertion point. . . . .[Delete]

Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.Also selects the last command on the menu when a menu or submenu is visible. . . . .[End]

Completes a cell entry and selects the cell above. . . . .[Shift] + [Enter]

Starts a new line in the same cell. . . . .[Alt] + [Enter]

Fills the selected cell range with the current entry. . . . .[Ctrl] + [Enter]

Cancels an entry in the cell or Formula
Bar.Closes an open menu or submenu,
dialogue box, or message window.
Closes full screen mode when this
mode has been applied, and returns
to normal screen mode to display the
Ribbon and status bar again. . . . .[Esc]
Minimizes a workbook window to an icon.[Ctrl] + [F9]
Moves one screen down in a worksheet. .[Page Down]
Moves one screen to the right in a
worksheet. . . . .[Alt] + [Page Down]
Moves to the next sheet in a workbook. . .[Ctrl] + [Page Down]
Selects the current and next sheet in a
workbook. . . . .[Ctrl] + [Shift] + [Page Down]
Moves one screen up in a worksheet. . . . .[Page Up]
Moves one screen to the left in a worksheet.[Alt] + [Page Up]
Moves to the previous sheet in a workbook.[Ctrl] + [Page Up]
Selects the current and previous sheet
in a workbook. . . . .[Ctrl] + [Shift] + [Page Up]
In a dialogue box, performs the action
for the selected button, or selects or
clears a check box. . . . .[Space]
Selects an entire column in a worksheet. [Ctrl] + [Space]
Selects an entire row in a worksheet. . . . .[Shift] + [Space]
Selects the entire worksheet.If the
worksheet contains data, selects the
current region.
Pressing [Ctrl] + [Shift] + SPACE a second
time selects the current region and its summary rows.
Pressing [Ctrl] + [Shift] + SPACE a
third time selects the entire worksheet.
When an object is selected, selects all
objects on a worksheet. . . . .[Ctrl] + [Shift] + [Space]
Displays the Control menu for the
Microsoft Office Excel window. . . . .[Alt] + [Space]
Switches to next tab in a dialogue box. . .[Ctrl] + [Tab]
Switches to previous tab in a dialogue box.[Ctrl] + [Shift] + [Tab]

2.4. Microsoft Outlook

2.4.1. Navigating Outlook

Function	Shortcut
Switch to Mail	[Ctrl] + [1]
Switch to Calendar	[Ctrl] + [2]
Switch to Contacts	[Ctrl] + [3]
Switch to Tasks	[Ctrl] + [4]
Switch to Notes	[Ctrl] + [5]
Switch to Folder List in Navigation Pane	[Ctrl] + [6]
Switch to Shortcuts	[Ctrl] + [7]
Next item (with item open)	[Ctrl] + [.]
Previous item (with item open)	[Ctrl] + [,]
Switch between the Navigation Pane, the main Outlook window, the Reading Pane, and the To-Do Bar	[F6] or [Ctrl] + [Shift] + [Tab]
Switch between the Outlook window, the smaller panes in the Navigation Pane, the Reading Pane, and the sections in the To-Do Bar	[Tab]
Move around in the Navigation Pane	Arrow keys
Go to a different folder	[Ctrl] + [Y]
Go to the Search box	[F3] or [Ctrl] + [E]
In the Reading Pane, go to the previous message	[Alt] + [Up Arrow] or [Ctrl] + [,] or [Alt] + [Page Up]
In the Reading Pane, page down through text	[Space]
In the Reading Pane, page up through text	[Ctrl] + [Space]
Expand or collapse a group (when a group is selected) in the Navigation Pane	[Shift] + [+] or [-] respectively
Collapse or Expand a group in the e-mail message list	[Left Arrow] or [Right Arrow] respectively

Move to the next field in the
Reading Pane ....[Shift] + [Tab]
Move to the previous field in the
Reading Pane ....[Ctrl] + [Tab]
Go forward to the previous view in the
main Outlook window ....[Alt] + [Right Arrow]
Go back to the previous view in the
main Outlook window ....[Alt] + [Left Arrow], [Alt] +
[B], or [Alt] + [Backspace]

Select the InfoBar and, if available,
show the menu of commands ....[Ctrl] + [Shift] + [W]

2.4.2. Search

Function	Shortcut
Find a message or other item ....[Ctrl] + [E]	
Clear the search results ....[Esc]	

Expand the search to include All Mail
Items, All Calendar Items, or All
Contact Items, depending on the
module you are in ....[Ctrl] + [Alt] + [A]
Expand the Search Query Builder ......[Ctrl] + [Alt] + [W]
Use Advanced Find ....[Ctrl] + [Shift] + [F]
Create a new Search Folder ....[Ctrl] + [Shift] + [P]
Search for text within a message or
other item ....[F4]
Find next during text search within a
message or other item ....[Shift] + [F4]
Find and replace text, symbols, or
some formatting commands within
open items. Works in the Reading Pane
on an open item ....[Ctrl] + [H]
Expand search to include the desktop . .[Ctrl] + [Alt] + [K]

2.4.3. Creating And Working With Items

Function	Shortcut
Appointment ....[Ctrl] + [Shift] + [A]	
Contact ....[Ctrl] + [Shift] + [C]	
Distribution List ....[Ctrl] + [Shift] + [L]	

Fax . . . .[Ctrl] + [Shift] + [X]
Folder . . . .[Ctrl] + [Shift] + [E]
Journal entry . . . .[Ctrl] + [Shift] + [J]
Meeting request . . . .[Ctrl] + [Shift] + [Q]
Message . . . .[Ctrl] + [Shift] + [M]
Note . . . .[Ctrl] + [Shift] + [N]
New Office document . . . .[Ctrl] + [Shift] + [H]
Post to this folder . . . .[Ctrl] + [Shift] + [S]
Post a reply in this folder . . . .[Ctrl] + [T]
Search Folder . . . .[Ctrl] + [Shift] + [P]
Task . . . .[Ctrl] + [Shift] + [K]
Task request . . . .[Ctrl] + [Shift] + [U]
Save . . . .[Ctrl] + [S] or [Shift] + [F12]
Save and Close . . . .[Alt] + [S]
Save As . . . .[F12]
Undo . . . .[Ctrl] + [Z] or [Alt] +
                                                                    [Backspace]
Delete . . . .[Ctrl] + [D]
Permanently Delete . . . .[Ctrl] + [Shift] + [D] or
                                                                     [Shift] + [Delete]
Print . . . .[Ctrl] + [P]
Copy item . . . .[Ctrl] + [Shift] + [Y]
Move item . . . .[Ctrl] + [Shift] + [V]
Check names . . . .[Ctrl] + [K]
Check spelling . . . .[F7]
Flag for follow-up . . . .[Ctrl] + [Shift] + [G]
Forward . . . .[Ctrl] + [F]
Send or Post or Invite all . . . .[Alt] + [S]
Find items . . . .[Ctrl] + [E]
Use Advanced Find . . . .[Ctrl] + [Shift] + [F]
Create a new Search Folder . . . .[Ctrl] + [Shift] + [P]
Turn on editing in a field
(except icon view) . . . .[F2]
Left align text (except in Plain Text mode) [Ctrl] + [L]
Right align text (except in Plain
Text mode) . . . .[Ctrl] + [R]
Centre text (except in Plain Text mode) .[Ctrl] + [E]

2.4.4. E-mail

Function	Shortcut
Switch to Inbox	[Ctrl] + [Shift] + [I]
Switch to Outbox	[Ctrl] + [Shift] + [O]
Check names from Address Book	[Ctrl] + [K]
Send	[Alt] + [S]
Forward a message	[Ctrl] + [F]
Forward as an attachment	[Ctrl] + [Alt] + [F]
Reply to a message	[Ctrl] + [R]
Reply All to a message	[Ctrl] + [Shift] + [R]
Mark a message as not junk	[Ctrl] + [Alt] + [J]
Display blocked external content in a message	[Ctrl] + [Shift] + [I]
Post to a folder	[Ctrl] + [Shift] + [S]
Check for new mail	[Ctrl] + [M] or [F9]
Go to the Next message	[Down Arrow]
Go to the Previous message	[Up Arrow]
Go to the row below (message or group heading)	[Alt] + [Down Arrow]
Go to the row above (message or group heading)	[Alt] + [Up Arrow]
Compose a new message (when in Mail)	[Ctrl] + [N]
Compose a new message (from any view in Outlook)	[Ctrl] + [Shift] + [M]
Open a received message	[Ctrl] + [O]
Display the Address Book	[Ctrl] + [Shift] + [B]
Convert a message to plain text	[Ctrl] + [Shift] + [O]
Add a Quick Flag to a message	[Insert]
Display Flag for Follow Up dialogue box	[Ctrl] + [Shift] + [G]
Mark as read	[Ctrl] + [Q]
Mark as unread	[Ctrl] + [U]
Show the menu to download pictures, change automatic download settings, or add a sender to the Safe Senders List	[Ctrl] + [Shift] + [W]
Find or Replace	[F4]
Find Next	[Shift] + [F4]
Send	[Ctrl] + [Enter]

Print . . . .[Ctrl] + [P]
Show the properties for the selected item .[Alt] + [Enter]
Mark for Download . . . .[Ctrl] + [Alt] + [M]
Clear Mark for Download . . . .[Ctrl] + [Alt] + [U]
Display Send / Receive progress
(when a Send / Receive is in progress) . . .[Ctrl] + [B]

2.4.5. Calendar

Function	Shortcut
Accept . . . .[Alt] > [H] > [C]
Decline . . . .[Alt] > [H] > [N]
Tentative . . . .[Alt] > [H] > [J]
Create a new appointment when
in Calendar . . . .[Ctrl] + [N]
Create a new appointment
(in any Outlook view) . . . .[Ctrl] + [Shift] + [A]
Create a new meeting request . . . .[Ctrl] + [Shift] + [Q]
Forward an appointment or meeting . . . .[Ctrl] + [F]
Reply to a meeting request with a message[Ctrl] + [R]
Reply All to a meeting request with
a message . . . .[Ctrl] + [Shift] + [R]
Show 1 day in the calendar . . . .[Alt] + [1]
Show 2 days in the calendar . . . .[Alt] + [2]
Show 3 days in the calendar . . . .[Alt] + [3]
Show 4 days in the calendar . . . .[Alt] + [4]
Show 5 days in the calendar . . . .[Alt] + [5]
Show 6 days in the calendar . . . .[Alt] + [6]
Show 7 days in the calendar . . . .[Alt] + [7]
Show 8 days in the calendar . . . .[Alt] + [8]
Show 9 days in the calendar . . . .[Alt] + [9]
Show 10 days in the calendar . . . .[Alt] + [0]
Go to a date . . . .[Ctrl] + [G]
Go to the next day . . . .[Ctrl] + [Right Arrow]
Go to the next week . . . .[Alt] + [Down Arrow]
Go to the next month . . . .[Alt] + [Page Down]
Go to the previous day . . . .[Ctrl] + [Left Arrow]
Go to the previous week . . . .[Alt] + [Up Arrow]
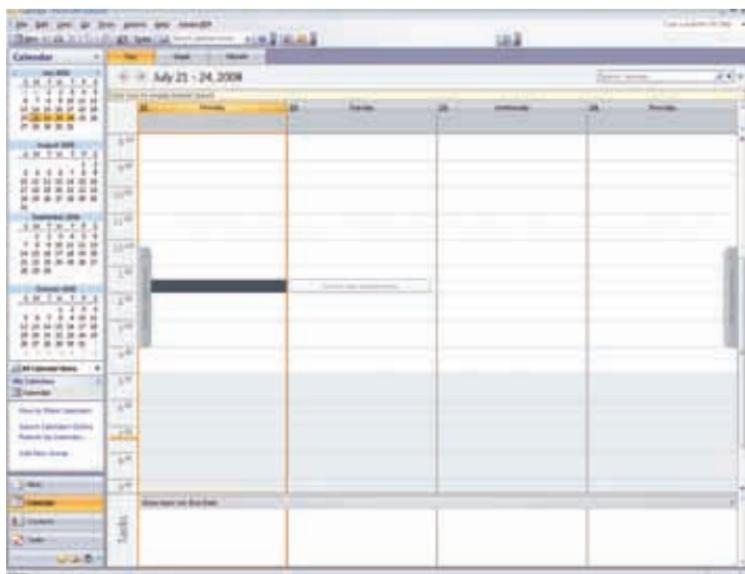
Change the number of days you view in the calendar using [Alt] + number

Go to the previous month . . . .[Alt] + [Page Up]
Go to the start of the week . . . .[Alt] + [Home]
Go to the end of the week . . . .[Alt] + [End]
Switch to Work Week view . . . .[Ctrl] + [Alt] + [2]
Switch to Full Week view . . . .[Alt] + [-] or [Ctrl] + [Alt] + [3]
Switch to Month view . . . .[Alt] + [=] or [Ctrl] + [Alt] + [4]
Go to next appointment . . . .[Ctrl] + [.] or
                                                    [Ctrl] + [Shift] + [.]
Go to previous appointment . . . .[Ctrl] + [,] or
                                                    [Ctrl] + [Shift] + [,]
Set up recurrence for an appointment
or task . . . .[Ctrl] + [G]

2.4.6. Contacts

Function	Shortcut
Dial	.[Ctrl] + [Shift] + [D]
Enter a name in the Find a Contact entry	.[F11]
Find a contact or other item	.[F3] or [Ctrl] + [E]

In Table or List view of contacts, go to
first contact that starts with a
specific letter ....[Shift] + letter
Select all contacts ....[Ctrl] + [A]
Create a new message addressed to
selected contact ....[Ctrl] + [F]
Create a Journal entry for the selected
contact ....[Ctrl] + [J]
Create a new contact (when in Contacts) [Ctrl] + [N]
Create a new contact
(from any Outlook view) ....[Ctrl] + [Shift] + [C]
Open a contact form for the selected
contact ....[Ctrl] + [O] or
                                      [Ctrl] + [Shift] + [Enter]
Create a new distribution list ....[Ctrl] + [Shift] + [L]
Update a list of distribution list members .[F5]
Print ....[Ctrl] + [P]
Go to a different folder ....[Ctrl] + [Y]
Open the Address Book ....[Ctrl] + [Shift] + [B]
Use Advanced Find ....[Ctrl] + [Shift] + [F]
In an open contact, open the next
contact listed ....[Ctrl] + [Shift] + [.]
Close a contact ....[Esc]
Open a Web page for the selected
contact (if one is included) ....[Ctrl] + [Shift] + [X]
Open the Check Address dialog box .....[Alt] + [D]
In a contact form, under Internet,
display E-mail 1 information ....[Alt] + [Shift] + [1]
In a contact form, under Internet,
display E-mail 2 information ....[Alt] + [Shift] + [2]
In a contact form, under Internet,
display E-mail 3 information ....[Alt] + [Shift] + [3]

2.4.6. Tasks

To do this: **Press this:**
Accept ....[Alt] + [C]
Decline ....[Alt] + [D]

Show or Hide the To Do bar . . . .[Alt] + [F2]
Find a task or other item . . . .[Ctrl] + [E]
Open the Go to Folder dialog box . . . . . .[Ctrl] + [Y]
Create a new task (when in Tasks) . . . . . .[Ctrl] + [N]
Create a new task
(from any Outlook view) . . . .[Ctrl] + [Shift] + [K]
Create a new task request . . . .[Ctrl] + [Shift] + [U]
Open selected item . . . .[Ctrl] + [O]
Print selected item . . . .[Ctrl] + [P]
Select all items . . . .[Ctrl] + [A]
Delete selected item . . . .[Ctrl] + [D]
Forward a task as an attachment . . . .[Ctrl] + [F]
Switch between the Navigation Pane,
Tasks list, and To-Do bar . . . .[Shift] + [Tab]
Open selected item as a Journal item . . . .[Ctrl] + [J]
Undo last action . . . .[Ctrl] + [Z]
Flag an item or mark complete . . . .[Insert]

2.4.7. Formatting

Function	Shortcut
Display the Format menu	[Alt] + [O]
Display the Font dialogue box	[Ctrl] + [Shift] + [P]
Switch case of selected text	[Shift] + [F3]
Format letters as small capitals	[Ctrl] + [Shift] + [K]
Add / remove Bold	[Ctrl] + [B]
Add / remove Bullets	[Ctrl] + [Shift] + [L]
Add / remove Italics	[Ctrl] + [I]
Increase indent	[Ctrl] + [T]
Decrease indent	[Ctrl] + [Shift] + [T]
Left align	[Ctrl] + [L]
Centre	[Ctrl] + [E]
Clear formatting	[Ctrl] + [Shift] + [Z] or [Ctrl] + [Space]
Delete the next word	[Ctrl] + [Shift] + [H]
Stretch a paragraph to fit between the margins	[Ctrl] + [Shift] + [J]
Apply styles	[Ctrl] + [Shift] + [S]

Create a hanging indent . . . .[Ctrl] + [T]
Reduce a hanging indent . . . .[Ctrl] + [Shift] + [T]
Left align a paragraph . . . .[Ctrl] + [L]
Right align a paragraph . . . .[Ctrl] + [R]
Center a paragraph . . . .[Ctrl] + [E]
Remove paragraph formatting . . . .[Ctrl] + [Q]
Create a hyperlink . . . .[Ctrl] + [K]
Edit a URL in the body of an item . . . . . .[Ctrl] + Click
Specify a Web browser . . . .[Shift] + Click

2.5. Microsoft PowerPoint

2.5.1. General PowerPoint Tasks

Task	Shortcut
Move clockwise among panes in Normal view.	[F6]
Move counterclockwise among panes in Normal view.	[Shift] + [F6]
Switch between Slides and Outline tabs in the Outline and Slides pane in Normal view.	[Ctrl] + [Shift] + [Tab]
Insert Shape	[Alt] > [N] > [S] > [H] > Arrow Keys > [Ctrl] + [Enter]
Insert Text Box	[Alt] > [N] > [Tab] > [Ctrl] + [Enter]
Insert Object	[Alt] > [N] > [J] > Arrow Keys > [Ctrl] + [Enter]
Insert WordArt	[Alt] > [N] > [W] > Arrow Keys > [Enter]

2.5.2. Slide Show Shortcuts

Function	Shortcut
Start the presentation from beginning.	[F5]
Perform the next animation or advance to the next slide.	[N], [Enter], [Page Down], [Right Arrow], [Down Arrow], or [Space]
Perform the previous animation or return to the previous slide.	[P], [Page Up], [Left Arrow], [Up Arrow], or [Backspace]
Go to slide number.	number + [Enter]
Display a blank black slide, or return to the presentation from a blank black slide.	[B] or [.]
Display a blank white slide, or return to the presentation from a blank white slide.	[W] or [,]
Stop or restart an automatic presentation.	[S]
End a presentation.	[Esc] or [-]
Erase on-screen annotations.	[E]
Go to the next slide, if the next slide is hidden.	[H]
Set new timings while rehearsing.	[T]
Use original timings while rehearsing.	[O]
Use a mouse click to advance while rehearsing.	[M]
Return to the first slide.	[1] + [Enter]
Redisplay hidden pointer or change the pointer to a pen.	[Ctrl] + [P]
Redisplay hidden pointer or change the pointer to an arrow.	[Ctrl] + [A]
Hide the pointer and navigation button immediately.	[Ctrl] + [H]
Hide the pointer and navigation button in 15 seconds.	[Ctrl] + [U]
Display the shortcut menu.	[Shift] + [F10]
Go to the first or next hyperlink on a slide.	[Tab]

Go to the last or previous hyperlink on
a slide. . . . .[Shift] + [Tab]

Perform the "mouse click" behavior of
the selected hyperlink. . . . .[Enter] while a hyperlink is
selected

2.5.3. Selections

Function	Shortcut
Launch the Selection pane.	[Alt] > [C] > [D] > [S] > [P]
Cycle the focus through different panes.	[F6]
Display the context menu.	[Shift] + [F10]
Move the focus to a single item or group.	[Up Arrow] or [Down Arrow]
Move the focus from an item in a group to its parent group.	[Left Arrow]
Move the focus from a group to the first item in that group.	[Right Arrow]
Expand a focused group and all its child groups.	[*] (keypad only)
Expand a focused group.	[+] (keypad only)
Collapse a focused group.	[-] (keypad only)
Move the focus to an item and select it.	[Shift] + [Up Arrow] or [Shift] + [Down Arrow]
Move a selected item forward.	[Ctrl] + [Shift] + [F]
Move a selected item backward.	[Ctrl] + [Shift] + [B]
Show or hide a focused item.	[Ctrl] + [Shift] + [S]
Rename a focused item.	[F2]
Switch the keyboard focus within the Selection pane between tree view and the Show All and Hide All buttons.	[Tab] or [Shift] + [Tab]
Collapse all groups.	[Alt] + [Shift] + [1]
Expand all groups.	[Alt] + [Shift] + [9]

Internet Tools

A h, the Internet. What would we be without it? There is now talk of living your entire computing life through the browser—your data, your applications, everything will eventually be online.

3.1. Internet Explorer 7

By introducing tabbed browsing, IE 7 came back into a game that was quickly being taken over by alternative browsers, and is no longer frowned upon with as much asperity.

3.1.1. Viewing Web Pages

Function	Shortcut
Display Help	[F1]
Toggle between full-screen and regular views of the browser window	[F11]
Move forward through the items on a webpage, the Address bar, or the Links bar	[Tab]
Move back through the items on a webpage, the Address bar, or the Links bar	[Shift] + [Tab]
Go to your home page	[Alt] + [Home]
Go to the next page	[Alt] + [Right Arrow]
Go to the previous page	[Alt] + [Left Arrow] or [Backspace]
Display a shortcut menu for a link	[Shift] + [F10]
Move forward through frames and browser elements (only works if tabbed browsing is disabled)	[Ctrl] + [Tab] or [F6]
Move backward between frames (only works if tabbed browsing is disabled)	[Ctrl] + [Shift] + [Tab]
Scroll toward the beginning of a	

document . . . .[Up Arrow] or
[Shift] + [Space]
Scroll toward the end of a document . . . .[Down Arrow] or [Space]
Scroll toward the beginning of a
document in larger increments . . . .[Page Up]
Scroll toward the end of a document in
larger increments . . . .[Page Down]
Move to the beginning of a document . . .[Home]
Move to the end of a document . . . .[End]
Find on this page . . . .[Ctrl] + [F]
Refresh the current webpage . . . .[F5]
Refresh the current webpage, even if
the time stamp for the web version and
your locally stored version are the same .[Ctrl] + [F5]
Stop downloading a page . . . .[Esc]
Open a new website or page . . . .[Ctrl] + [O]
Open a new window . . . .[Ctrl] + [N]
Close the current window
(if you only have one tab open) . . . .[Ctrl] + [W] or [Alt] + [F4]
Save the current page . . . .[Ctrl] + [S]
Print the current page or active frame . .[Ctrl] + [P]
Activate a selected link . . . .[Enter]
Open Favorites . . . .[Ctrl] + [I]
Open History . . . .[Ctrl] + [H]
Open Feeds . . . .[Ctrl] + [J]
Open the Page menu . . . .[Alt] + [P]
Open the Tools menu . . . .[Alt] + [T]
Open the Help menu . . . .[Alt] + [H]
Increase zoom (+10%) . . . .[Ctrl] + [+]
Decrease zoom (-10%) . . . .[Ctrl] + [-]
Zoom to 100% . . . .[Ctrl] + [0]

3.1.2. Tabs

Function   Shortcut
Open links in a new tab in the
background . . . .[Ctrl] + Click
Open links in a new tab in the

Use [Ctrl] + [Q] to turn Quick Tabs thumbnails on or off

foreground . . . .[Ctrl] + [Shift] + Click
Open a new tab in the foreground . . . . .[Ctrl] + [T]
Switch between tabs . . . .[Ctrl] + [Tab] or
. . . . [Ctrl] + [Shift] + [Tab]
Open a new tab in the foreground from
the Address bar . . . .[Alt] + [Enter]
Switch to a specific tab number . . . .[Ctrl] + n (where 1 is a
. . . . number between 1 and 8)
Switch to the last tab . . . .[Ctrl] + [9]
Close other tabs . . . .[Ctrl] + [Alt] + [F4]
Toggles Quick Tabs (thumbnail view)
on or off . . . .[Ctrl] + [Q]

3.1.3. Search And The Address Bar

Function   **Shortcut**
Go to the search box . . . .[Ctrl] + [E]
Open your search query in a new tab . . . .[Alt] + [Enter]
Open the search provider menu . . . .[Ctrl] + [Down Arrow]
Select the text in the Address bar . . . . . .[Alt] + [D]
Display a list of addresses you've typed . .[F4]
When in the Address bar, move the cursor left to the next logical
break in the address (period or slash) . . .[Ctrl] + [Left Arrow]
When in the Address bar, move the
cursor right to the next logical break
in the address (period or slash) . . . .[Ctrl] + [Right Arrow]

Add "www." to the beginning and
".com" to the end of the text typed in
the Address bar . . . .[Ctrl] + [Enter]
Move forward through the list of
AutoComplete matches . . . .[Up Arrow]
Move back through the list of
AutoComplete matches . . . .[Down Arrow]

3.1.4. Toolbar Menus

Function	Shortcut
Open the Home menu	[Alt] + [M]
Open the Print menu	[Alt] + [R]
Open the RSS menu	[Alt] + [J]
Open the Tools menu	[Alt] + [O]
Open the Help menu	[Alt] + [L]

3.1.5. Feeds And Favourites

Function	Shortcut
Add the current page to your favorites . .	[Ctrl] + [D]
Open the Organize Favorites dialog box .	[Ctrl] + [B]

Move selected item up in the
Favorites list in the Organize Favorites
dialog box . . . .[Alt] + [Up Arrow]
Move selected item down in the
Favorites list in the Organize Favorites
dialog box . . . .[Alt] + [Down Arrow]
Open the Favorites Center . . . .[Alt] + [A]
Open Favorites Center and display
your favorites . . . .[Ctrl] + [I]
Open Favorites Center and display
your history . . . .[Ctrl] + [H]
Open Favorites Center and display
your web feeds . . . .[Ctrl] + [J]
Open Add to Favorites menu . . . .[Alt] + [Z]
Display all feeds (when in feed view) . . . .[Alt] + [I]
Mark a feed as read (when in feed view) .[Alt] + [M]
Put cursor in Search box in feed view . . .[Alt] + [S]

3.2. Firefox 3

Firefox is the second most widely used browser ever, thanks to its near-unlimited extensibility and that wonderful feeling of being able to stick it to the big M.

3.2.1. Navigation

Function	Shortcut
Back	[Alt] + [Left Arrow]
	[Backspace]
Forward	Alt] + [Right Arrow]
	[Shift] + [Backspace]
Home	Alt] + [Home]
Open File	Ctrl] + [O]
Reload	[F5]
	[Ctrl] + [R]
Reload (override cache)	[Ctrl] + [F5]
	[Ctrl] + [Shift] + [R]
Stop	[Esc]

Use ['] to quick-find links in pages

3.2.2. Search

Function	Shortcut
Find	[Ctrl] + [F]
Find Again	[F3]
	[Ctrl] + [G]
Find As You Type Link	[']
Find As You Type Text	[/]
Find Previous	[Shift] + [F3]
Web Search	[Ctrl + [K]
	[Ctrl] + [E]

3.2.3. Windows And Tabs

Function	Shortcut
Close Tab	[Ctrl] + [W]
	[Ctrl] + [F4]
Close Window	[Ctrl] + [Shift] + [W]
	[Alt] + [F4]
Move Current Tab Left	[Ctrl] + [Left Arrow]
	[Ctrl] + [Up Arrow]
Move Current Tab Right	[Ctrl] + [Right Arrow]
	[Ctrl] + [Down Arrow]
Move Current Tab to Beginning	[Ctrl] + [Home]
Move Current Tab to End	[Ctrl] + [End]
New Tab	[Ctrl] + [T]
New Window	[Ctrl] + [N]
Next Tab	[Ctrl] + [Tab]
	[Ctrl] + [Page Down]
Open Address in New Tab (from Location or Search Bar)	[Alt] + [Enter]
Previous Tab	[Ctrl] + [Shift] + [Tab]
	[Ctrl] + [Page Up]
Undo Close Tab	[Ctrl] + [Shift] + [T]
Select Tab (1 to 8)	[Ctrl] + [1] to [8]
Select Last Tab	[Ctrl] + [9]

3.2.4. Miscellaneous

Function	Shortcut

Complete .com Address . . . .[Ctrl] + [Enter]
Complete .net Address . . . .[Shift] + [Enter]
Complete .org Address . . . .[Ctrl] + [Shift] + [Enter]
Delete Autocomplete Entry . . . .[Delete]
Full Screen . . . .[F11]
Select Location Bar . . . .[Alt] + [D]
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀[Ctrl + [L]
Select Search Engines
(when Search Bar is focused) . . . .[Alt] + [Up Arrow]
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀[Alt] + [Down Arrow]
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀[F4]

3.3. Opera 9.5

Opera remains *Digit*'s favourite browser for one simple reason—it gives you a ridiculous number of options to enhance your productivity—every function can be accessed with ridiculous ease, so you'll never have to take the long way round to do anything.

3.3.1. Mouse Gestures

Opera lets you navigate Web pages with just a flick of your mouse with mouse gestures. Here's what you can do with them.

Hold down the right mouse button and use the scroll wheel to cycle through tabs

Navigation Gestures

Action	Gesture
Go to previous page	Flip back: hold right button, click left button OR Hold right button, move mouse left
Go to next page	Flip forward: hold left button, click right button

	OR Hold right button, move mouse right
Go to parent directory	Hold right button, move up then left
Fast Forward	Hold right button, move right then up OR Hold right button and Shift, move right
Rewind	Hold right button, move left then down OR Hold right button and Shift, move left
Go to home page	Double-click on blank page
Reload page	Hold right button, move up then down
Stop loading	Hold right button, move up

Page Gestures

Action	Gesture
Browse in new tab	Hold right button, move down OR double-click in workspace or on tab bar
Duplicate tab	Hold right button, move down then up
Restore or maximize tab	Hold right button, move up then right
Minimize tab	Hold right button, move down then left
Close tab	hold right button, move down then right OR hold right button, move right left right

Link Gestures

Action	How to do it
Open link in new tab	Move mouse pointer to link and hold right button,

move down

Open link in new background tab ......Move mouse pointer to
link and hold right button,
move down then up

Mouse Wheel Gestures

Action	How to do it
Scroll up and down	Roll mouse wheel up and down
Zoom in and out	Hold Ctrl key, roll mouse wheel
Restore default zoom	Hold Ctrl key, click mouse wheel
Move back and forth in tab history	Hold Shift key, roll mouse wheel
Cycle through open tabs	Hold right button, roll mouse wheel
Panning	Click mouse wheel, move mouse

3.3.2. General Shortcuts

Function	Shortcut
Open a new tab	[Ctrl] + [T]
Close a tab	[Ctrl] + [W]
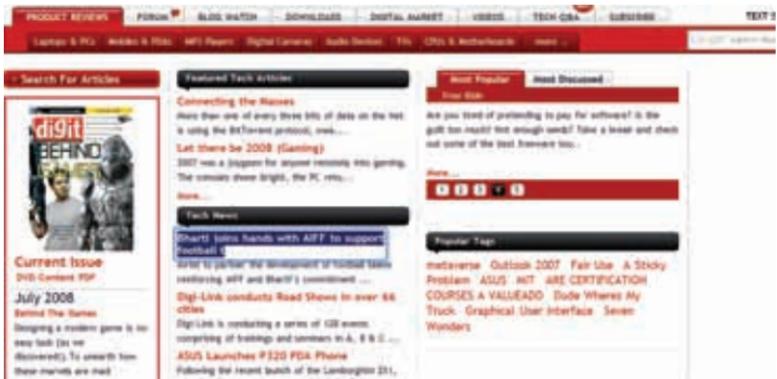
Use [Shift] and the arrow keys to select links in a page – as you can see, a blue
highlight appears around the selected link

Cycle between tabs ....[Ctrl] + [Tab]
Scroll One line up ....[Up Arrow]
Scroll One line down ....[Down Arrow]
Scroll One character to the left ....[Left Arrow]
Scroll One character to the right ....[Right Arrow]
Scroll One screen up ....[Shift] + [Space] or
                                        [Page Up]
Scroll One screen down ....[Space] or [Page Down]
Scroll One screen to the left ....[Ctrl] + [Page Up]
Scroll One screen to the right ....[Ctrl] + [Page Down]
Go to top ....[Home]
Go to bottom ....[End]
Next link up ....[Shift] + [Up Arrow]
Next link down ....Shift + [Down Arrow]
Next link to the left ....Shift + [Left Arrow]
Next link to the right ....Shift + [Right Arrow]
Activate link ....[Enter]
Activate link in new tab ....[Shift] + [Enter]
Previous page in history ....[Ctrl] + [Left Arrow] or
                                        [Alt] + [Left Arrow]
Next page in history ....[Ctrl] + [Right Arrow] or
                                        [Alt] + [Right Arrow]
Reload the current page ....[F5] or [Ctrl] + [R]
Find text in page ....[Ctrl] + [F] or [.] or [/]
Find next instance of text ....[Ctrl] + [G]
Find previous instance of text ....[Ctrl] + [Shift] + [G]
Find text in links in page ....[,]
Use entire screen for viewing page .....[F11]
Zoom in 10% ....[+] or [Ctrl] + [+]
Zoom out 10% ....[-] or Ctrl + [-]
Restore zoom to 100% ....[Ctrl] + [0]
Open file ....[Ctrl] + [O]
Save copy of page ....[Ctrl] + [S]
Print preview (toggle) ....[Ctrl] + [Shift] + [P]
Print page ....[Ctrl] + [P]
Close Opera ....[Ctrl] + [Q]

3.3.3. E-mail Shortcuts

Function	Shortcut
Check e-mail	[Ctrl] + [K]
Write new message	[Ctrl] + [M]
Attach file	[Ctrl] + O
Send composed message	[Ctrl] + [Enter] or [Ctrl] + [Shift] + [S]
Go to next e-mail	[J]
Go to previous e-mail	[U]
Go to next unread e-mail	[H] or [Shift] + [J]
Go to previous unread e-mail	[Y] or [Shift] + [U]
Scroll up in mail body (even when focus in mail list)	[Alt] + [Up Arrow]
Scroll down in mail body (even when focus in mail list)	[Alt] + [Down Arrow]
Toggle view: message list/message body/ list and body	[I]
Expand current thread	[Left Arrow]
Close current thread	[Right Arrow]
Expand all threads	[Shift] + [Left Arrow]
Close all threads	[Shift] + [Right Arrow]
Mark selected e-mail as read	[K]
Mark selected e-mail as read, and go to next unread e-mail	[G]
Mark selected e-mail as read, and go to previous unread e-mail	[T]
Mark selected e-mail as unread	[Shift] + [K]
Mark all e-mail in active view as read	[Ctrl] + [Shift] + [A]
Reply to message	[R]
Reply to all recipients of message, including sender	[Shift] + [R]
Forward e-mail	[F]
Redirect e-mail	[D]

3.3.4. Single-key Shortcuts

These are our favourites. Once you've got these shortcuts memorised, using Opera becomes so much easier. To enable single-key

shortcuts, got to Tools > Preferences > Advanced > Shortcuts and select Enable single-key Shortcuts.

Function	Shortcut
Switch to Previous Tab on Tab Bar	[1]
Switch to Next Tab on Tab Bar	[2]
Cycle through Frames in Page	[3] and [Shift] + [3]
Minimize tab	[4]
Restore/Maximize tab	[5]
Restore Zoom to 100%	[6]
Zoom out by 100%	[7]
Zoom in by 100%	[8]
Zoom out by 10%	[9]
Zoom in by 10%	[0]
Cycle through Links in Page	[A] and [Q]
Cycle through Headers in Page	[S] and [W]
Cycle through Elements in Page	[D] and [E]
Toggle between Author Mode and User Mode	[Shift] + [G]
Address Bar History Drop-down	[H]
Load and Display All Images	[I]
Toggle Loading of Images	[Shift] + [I]
Speak Selected Text	[V]
Forward	[X]
Fast Forward	[Shift] + [X]
Back	[Z]
Rewind	[Shift] + [Z]

3.4. Google Talk

Like everything else Google, this IM client also has a minimalist interface that lets you concentrate on chatting.

3.4.1. Keyboard Shortcuts

[F9]: Open Gmail to send an email to the person you talk to
[F11]: Start a call

[F12]: Stop the current call
[Esc]: Close the current window

3.4.2. Conversation

Some smileys are converted by Google Talk: :-| :-O :-x :-P :-D ;-) :-(:-)
B-) :'(:| :O :x :P :D :) :(:)

To write bold text, type *your gtalk message*

To write italic text, type _your gtalk message_

3.4.3. Startup Parameters

You can get start Google Talk in various modes using a startup parameter. Go to **Start/Run** and type "`c:\Program Files\Google\Google Talk\googletalk.exe`" /parameter

Parameters

`/nomutex`: allows you to open more than one instance of Google Talk.

`/register`: write Google Talk settings in the registry.

`/checkupdate`: check for new version.

`/factoryreset`: revert to default settings.

`/mailto email@gmail.com`: send an email with Gmail.

`/diag`: start Google Talk in diagnostic mode.

3.4.4. Shortcut To A Contact

If you have someone on your contact list who you talk to often, you can create a desktop shortcut for them. Just right-click on your desktop, select New > Shortcut and enter this in the Location text box:

Create shortcuts to Google Talk contacts on your desktop

`gtalk:chat?jid= username@gmail.com`

Where "`username`" is the Gmail ID of the person in question. If Google Talk is

running, this shortcut opens a conversation window with this person. If not, Google talk will start up, sign in and then open the conversation window.

To call the person, change the shortcut to: `gtalk:call?jid=username@gmail.com`

3.5. Yahoo! Messenger

3.5.1. Program Shortcuts

[Ctrl] + [H]: Toggle between online friends and offline friends on your friends list.
[Ctrl] + [D]: Signs you out of Yahoo
[Ctrl] + [Q]: Closes Yahoo Messenger
[Ctrl] + [M]: Send a message
[Ctrl] + [L]: Call a computer
[Ctrl] + [K]: Call a phone number
[Ctrl] + [T]: Send SMS
[Ctrl] + [Y]: Send an email
[Ctrl] + [Shift] + [F8]: Shows your display image
[Ctrl] + [Shift] + [P]: Opens Preferences
[Ctrl] + [Shift] + [D]: Signs you into mobile device
[Ctrl] + [Shift] + [A]: Add a Contact

3.5.2. Emoticons

:)	happy	:-O	surprise
:(	sad	X(	angry
;)	winking	:>	smug
:D	big grin	B-)	cool
;;)	batting eyelashes	:-S	worried
>:D<	big hug	#:-S	whew!
:-/	confused	>:)	devil
:x	love struck	:((	crying
">	blushing	:))	laughing
:P	tongue	:|	straight face
:-*	kiss	/:)	raised eyebrows
=((	broken heart	=))	rolling on the floor
		O:-)	angel

:-B	nerd		
=;	talk to the hand		
:-c	call me		
:)]	on the phone		
~X(	at wits' end		
:-h	wave		
:-t	time out		
8->	day dreaming		
I-)	sleepy		
8-|	rolling eyes		
L-)	loser		
:-&	sick		
:-$	don't tell anyone		
[-(	no talking		
:O)	clown		
8-}	silly		
<:-P	party		
(:|	yawn		
=P~	drooling		
:-?	thinking		
#-o	d'oh		
=D>	applause		
:-SS	nail biting		
@-)	hypnotized		
:^o	liar		
:-w	waiting		
:-<	sigh		
>:P	phbbbbt		
<):)	cowboy		
X_X	I don't want to see		
:!!	hurry up!		
\m/	rock on!		
:-q	thumbs down		
:-bd	thumbs up		
^#(^	it wasn't me		
:ar!	Pirate (Web only)		

3.5.3. Hidden Emoticons

:o3	puppy dog eyes
:-??	I don't know
%-(	not listening
:@)	pig
3:-O	cow
:(|)	monkey
~:>	chicken
@};-	rose
%%-	good luck
**==	flag
(~~)	pumpkin
~O	coffee
*-:)	idea
8-X	skull
=:)	bug
>-)	alien
:-L	frustrated
[-O<	praying
$-)	money eyes
:-"	whistling
b-(	feeling beat up
:)>-	peace sign
[-X	shame on you
\:D/	dancing
>:/	bring it on
;))	hee hee
:-@	chatterbox
^:)^	not worthy
:-j	oh go on
(*)	star
o->	hiro
o=>	billy
o- +	april
(%)	yin yang
:bz	bee
[..]	transformer (Web only

3.6. Windows Live Messenger

3.6.1. Conversation Window Shortcuts

Function	Shortcut
Invite someone to this conversation	[Alt] + [I]
Create a Sharing Folder	[Alt] + [L] + [H]
Send a single file	[Alt] + [L] + [F]
Start or stop a video call	[Alt] + [O]
Call a computer	[Alt] + [C]
Call a contact at home	[Alt] + [C] + [H]
Call a contact at work	[Alt] + [C] + [W]
Call a contact at a different number	[Alt] + [C] + [O]
Call a new number	[Alt] + [C] + [N]
See a list of activities	[Alt] + [V]
See a list of games	[Alt] + [G]
Block a contact from seeing you or contacting you	[Alt] + [K]
Select an emoticon	[Alt] + [M] or [Ctrl] + [E]
Select a wink	[Alt] + [W]
Send a nudge	[Alt] + [N]
Select a background for your conversation window	[Alt] + [B]

3.6.2. Program Shortcuts

Function	Shortcut
Display a menu to move, size, minimize, maximize, or close the main Windows Live Messenger window	[Alt] + [Space]
Go to Windows Live Today	[Alt] + [Y]
Go to Sharing Folders	[Alt] + [S]
Go to your Windows Live space	[Alt] + [P]

3.6.3. Windows Live Calls

Function	Shortcut
Make / End a call	[Ctrl] + D
Open the Options dialog box	[Alt] + [T] + [O]
Open Help	[F1]

Show Options . . . .[Ctrl] + [E]
Delete selected Call History entry . . . .[Delete]
Show Call History . . . .[Ctrl] + [H]
Get more information about Windows
Live Call . . . .[Ctrl] + [I]
Add minutes . . . .[Ctrl] + [T]
Manage your account . . . .[Ctrl] + [O]
Mute the speaker . . . .[Ctrl] + [S]
Mute the microphone . . . .[Ctrl] + [M]

3.7. Pidgin

For those who shun the default messengers, there's Pidgin, which
supports Google Talk, Yahoo!, Windows Live, IRC and other IM pro-
tocols.

3.7.1. Buddies Menu

Function	Shortcut
New Instant Message...	[Ctrl] + [m]
Join a Chat...	[Ctrl] + [C]
Get User Info...	[Ctrl] + [I]
View User Log...	[Ctrl] + [L]
Add Buddy...	[Ctrl] + [B]
Quit	[Ctrl] + [Q]
Manage	[Ctrl] + [A]

3.7.2. Tools Menu

Function	Shortcut
Plugins	[Ctrl] + [U]
Preferences	[Ctrl] + [P]
File Transfers	[Ctrl] + [T]
Mute Sounds	[Ctrl] + [S]
Online Help	[F1]

3.7.3. Conversation Windows

Function	Shortcut
New Instant Message...	[Ctrl] + [M]
Find...	[Ctrl] + [F]
Clear Scrollback	[Ctrl] + [L]
Get Info	[Ctrl] + [O]
Close	[Ctrl] + [W]
Show Timestamps	[F2]

3.8. µTorrent

µTorrent is fast catching up as the BitTorrent client of choice—it's light, it's easy to use, and most importantly, does the job.

Function	Shortcut
Add Torrent	[Ctrl] + [O]
Add Torrent (no default save)	[Ctrl] + [D]
Add Torrent from URL	[Ctrl] + [U]
Create New Torrent	[Ctrl] + [N]
Torrent Job Manipulation	
Move Down Queue	[Ctrl] + [Alt] + [Down Arrow]
Move Up Queue	[Ctrl] + [Alt] + [Up Arrow]
Remove	[Delete]
Remove and Delete .torrent + Data	[Shift] + [Delete]
Rename	[F2]
Preferences	[Ctrl] + [P]
RSS Downloader	[Ctrl] + [R]
Speed Guide	[Ctrl] + [G]
Show Category List	[F7]
Show Detailed Info	[F5]
Show Status Bar	[F6]
Show Toolbar	[F4]
Remove RSS History Entry	[Delete]
Remove RSS Favorite	[Delete]
Rename RSS Favorite	[F2]

μTorrent Help . . . .[F1]
Copy Selected Logger Tab Text . . . .[Ctrl] + [C]
Copy Statistics Dialog Text . . . .[Ctrl] + [C]
Remove Tracker (from Trackers list) . . . . .[Delete]

3.9. Vuze

Vuze (which used to be Azureus) is now a "social" BitTorrent client with a bunch of community-enabled features, and also features the Vuze video service, which hosts movies, short films and video clips for all to enjoy.

Feature	Shortcut
Filter-as-you-type feature using regular expressions	Type words
Clear filter-as-you-type text	[Ctrl] + [BS]
change filter-as-you-type to / from Regex searches	[Ctrl] + [X]
Select torrent(s) above or below current one (multiple select)	[Shift] + Up / Down Arrow
Move selected torrent(s) up / down	[Ctrl] + Up / Down Arrow
Scroll to the left / right end	[Ctrl] + Left / Right Arrow
Move selected torrent(s) up / down 10 spaces	[Ctrl] + [Shift] + Up / Down Arrow
Move selected torrent(s) to top or bottom of list	[Ctrl] + [Home] / [End]
Tab to the left or right (doesn't work to get out of sub-tabs like in statistics) . .	[Ctrl] + [Page Down] / [Page Up]
Tab to the right (ignores sub-tabs)	[Ctrl] + [F6]
Select all torrents	[Ctrl] + [A]
Stop Selected torrents	[Ctrl] + [S]
Resume / Start Selected torrent	[Ctrl] + [R]
Stop all torrents	[Ctrl] + [Shift] + [S]
Popup "Open URL" window	[Ctrl] + [L]

Imaging

We're using them to make our photos small enough to upload to the Web, or tweak them so they look much better in print. Imaging applications have an abundance of features, and consequently, an abundance of ways to use them faster.

4.1. IrfanView

IrfanView is one of the best image viewers, and lets you make basic edits to your pictures as well. You'll always find it on our CD.

4.1.1. General Shortcuts

Function	Shortcut
Zoom In	[+]
Zoom Out	[–]
Scroll image up	[Up Arrow]
Scroll image down	[Down Arrow]
Scroll image right OR next image in directory	[Right Arrow]
Scroll image left OR previous image in directory	[Left Arrow]
Load previous file in directory OR scroll image up	[Page Up]
Load next file in directory OR scroll image down	[Page Down]
Show previous page in a multipage image OR load previous file in directory	[Ctrl] + [Page Up]
Show next page in a multipage image OR load next file in directory	[Ctrl] + [Page Down]
Load next file in directory	[Space] (Hold [Ctrl] to step forward 5 files)
Load previous file in directory	[Backspace] (Hold [Ctrl] to step backward 5 files)

Close actual window (main window,
slideshow, full screen, thumbnails
or a dialog) . . . .[Esc]
Switch between main and thumbnail
window (if visible) . . . .[Tab]
Control switch in the thumbnail window [Ctrl] + [Tab]
Pause an automatic slideshow.
Press this key again to resume
the slideshow. . . . .[Pause/Break]
Delete file . . . .[Delete]
Paste image from clipboard . . . .[Insert]
Scroll to begin (horizontal scroll) OR
load first file in directory . . . .[Home]
Load first file in the directory . . . .[Ctrl] + [Home]
Scroll to end (horizontal scroll) OR
load last file in directory . . . .[End]
Load last file in the directory . . . .[Ctrl] + [End]
Help . . . .[F1]
Rename file . . . .[F2] or [F6]
Show image in HEX viewer . . . .[F3]
Append current file to current slideshow [F4]
Refresh (display and directory list) . . . . .[F5] or [U]
Move file . . . .[F7]
Copy file . . . .[F8]
Show Paint dialog . . . .[F12]
"About IrfanView" dialog . . . .[A]
Batch Conversion/Rename . . . .[B]
Capture dialog . . . .[C]
Edit -> Delete . . . .[D]
Show EXIF dialog for JPGs with
available EXIF data . . . .[E]
Switch (toggle) between 'Fit images to
desktop' and 'Fit window to image' . . . .[F]
Stop GIF or ANI animation . . . .[G]
Horizontal flip . . . .[H]
Show image information . . . .[I]
Filter Factory dialog . . . .[K]
Rotate left . . . .[L]

Minimize IrfanView window - Boss key ;-)   [M]
Toggle fullscreen/slideshow text display   .[N]
Open dialog   . . . .[O]
Properties dialog   . . . .[P]
Rotate right   . . . .[R]
"Save as" dialog   . . . .[S]
Thumbnails   . . . .[T]
Vertical flip   . . . .[V]
Slideshow dialog   . . . .[W]
Browsing (window or fullscreen mode):
tag current file   . . . .[X]
Select whole image or Select all
thumbnails (thumbnail window)   . . . . . .[Ctrl] + [A]
Open "Browse-Subfolders" dialog   . . . . .[Ctrl] + [B]
Copy image to clipboard   . . . .[Ctrl] + [C]
Effects setup   . . . .[Ctrl] + [E]
Search files   . . . .[Ctrl] + [F]
Original size (no zoom)   . . . .[Ctrl] + [H]
Show IPTC dialog for JPGs   . . . .[Ctrl] + [I]
Adobe 8BF filters dialog   . . . .[Ctrl] + [K]
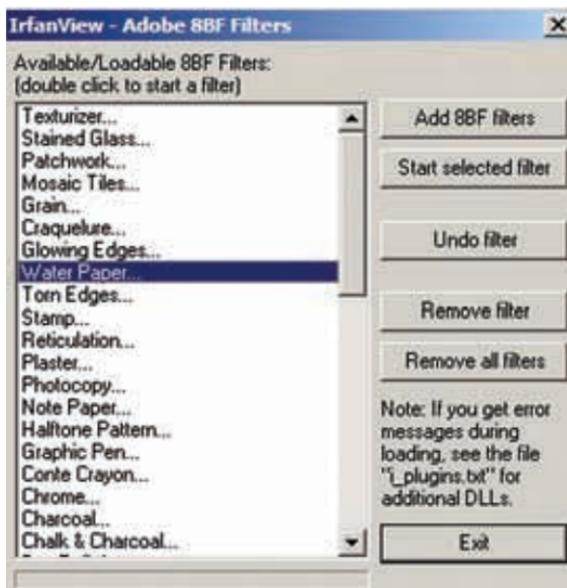
Use [Ctrl] + [K] to bring up the Adobe 8BF filter dialog, navigate to your Photoshop plugins directory and use the effects in IrfanView!

Open random image from the directory .[Ctrl] + [M]
Print dialog . . . .[Ctrl] + [P]
Edit multipage TIF . . . .[Ctrl] + [Q]
Resample dialog . . . .[Ctrl] + [R]
Save dialog . . . .[Ctrl] + [S]
Edit > Insert text into selection . . . .[Ctrl] + [T]
Paste image from clipboard . . . .[Ctrl] + [V]
Start slideshow with current
directory files . . . .[Ctrl] + [W]
Cut selection rectangle . . . .[Ctrl] + [X]
Crop selection rectangle . . . .[Ctrl] + [Y]
Edit > Undo . . . .[Ctrl] + [Z]
Start/stop automatic viewing
(slideshow in window) . . . .[Shift] + [A]
Edit > Create custom selection . . . .[Shift] + [C]
Open in external viewer/editor . . . .[Shift] + [E]
Enhance colors . . . .[Shift] + [G]
JPG lossless operations . . . .[Shift] + [J]
Lock / unlock zoom
(also in full screen mode) . . . .[Shift] + [L]
Send image by email . . . .[Shift] + [M]
Copy current filename to clipboard . . . .[Shift] + [P]
Browsing (window or fullscreen mode):
show tagged files in Thumbnails window [Shift] + [Q]
Reopen file . . . .[Shift] + [R]
Sharpen . . . .[Shift] + [S]
Jump into the toolbar edit field . . . .[Shift] + [T]
Auto color correction . . . .[Shift] + [U]
Browsing (window or fullscreen mode):
un-tag current file . . . .[Shift] + [X]
Red eye reduction . . . .[Shift] + [Y]
Show/hide status bar . . . .[Alt] + [Shift] + [S]
Show/hide toolbar . . . .[Alt] + [Shift] + [T]
Show/hide menu bar . . . .[Alt] + [Shift] + [M]
Show/hide caption . . . .[Alt] + [Shift] + [C]
Acquire/Batch Scanning . . . .[Ctrl] + [Shift] + [A]
Show Comment dialog for JPGs . . . .[Ctrl] + [Shift] + [M]

Lossless JPG rotation - to Left .... [Ctrl] + [Shift] + [L]
Lossless JPG rotation - to Right .... [Ctrl] + [Shift] + [R]
Set as wallpaper - centered .... [Ctrl] + [Shift] + [C]
Set as wallpaper - tiled .... [Ctrl] + [Shift] + [T]
Set as wallpaper - stretched .... [Ctrl] + [Shift] + [S]
Set as wallpaper - previous wallpaper . [Ctrl] + [Shift] + [P]
Print image, hide print dialog
(direct print) .... [Ctrl] + [Alt] + [P]
Full screen mode: Show images/movies
with the original size (1:1) .... [1]
Full screen mode: Fit to screen:
large images only .... [2]
Full screen mode: Fit to screen:
all images/movies .... [3]
Full screen mode: Stretch all images/
movies to screen .... [4]

4.1.2. Mouse Shortcuts

Function   **Shortcut**
Show the mouse coordinates and pixel
colour in the window title .... Left-click
Make a selection rectangle .... Left-click + drag
Resize the selection rectangle using
the actual rectangle aspect ratio ...... [Ctrl] + Left-click + drag
Scroll image in direction of drag.
If within the selection, move the
selection rectangle. .... Right-click + drag
Switch to full screen mode .... Double-click
Load previous file in directory
(when image is not bigger than the
screen) OR scroll image up .... Wheel up
Load next file in directory (when image
is not bigger than the screen) OR
scroll image down .... Wheel down
Zoom in .... [Ctrl] + Wheel up
Zoom out .... [Ctrl] + Wheel down

4.1.3. Full-screen Mode Shortcuts

Feature	Shortcut
Load previous image in the directory	Left-click
Load next image in the directory	Right-click
Close full screen	Left-click (upper right-hand corner)
Change / loop the full screen display/fit option	[F]
Load next image in directory	[Right Arrow]
Load previous image in directory	[Left Arrow]

4.2. Adobe Photoshop

4.2.1. Tools

Function	Shortcut
Cycle through tools with the same shortcut key	[Shift] + shortcut key
Cycle through hidden tools	[Alt] + Click on tool
Move tool	[V]
Rectangular Marquee tool	[M]
Elliptical Marquee tool	[M]
Lasso tool	[L]
Polygonal Lasso tool	[L]
Magnetic Lasso tool	[L]
Magic Wand tool	[W]
Quick Selection tool	[W]
Crop tool	[C]
Slice tool	[K]
Slice Select tool	[K]
Spot Healing Brush tool	[J]
Healing Brush tool	[J]
Patch tool	[J]
Red Eye tool	[J]
Brush tool	[B]
Pencil tool	[B]
Color Replacement tool	[B]

Clone Stamp tool . . . .[S]
Pattern Stamp tool . . . .[S]
History Brush tool . . . .[Y]
Art History Brush tool . . . .[Y]
Eraser tool . . . .[E]
Background Eraser tool . . . .[E]
Magic Eraser tool . . . .[E]
Gradient tool . . . .[G]
Paint Bucket tool . . . .[G]
Blur tool . . . .[R]
Sharpen tool . . . .[R]
Smudge tool . . . .[R]
Dodge tool . . . .[O]
Burn tool . . . .[O]
Sponge tool . . . .[O]
Pen tool . . . .[P]
Freeform Pen tool . . . .[P]
Horizontal Type tool . . . .[T]
Vertical Type tool . . . .[T]
Horizontal Type mask tool . . . .[T]
Vertical Type mask tool . . . .[T]
Path Selection tool . . . .[A]
Direct Selection tool . . . .[A]
Rectangle tool . . . .[U]
Rounded Rectangle tool . . . .[U]
Ellipse tool . . . .[U]
Polygon tool . . . .[U]
Line tool . . . .[U]
Custom Shape tool . . . .[U]
Notes tool . . . .[N]
Audio Annotation tool . . . .[N]
Eyedropper tool . . . .[I]
Color Sampler tool . . . .[I]
Measure tool . . . .[I]
Count tool . . . .[I]
Hand tool . . . .[H]
Zoom tool . . . .[Z]

4.2.2. The Filter Gallery

Function	Shortcut
Apply a new filter on top of selected	[Alt] + Click a filter
Open/close all disclosure triangles	[Alt] + Click a disclosure triangle
Change Cancel button to Default	[Ctrl]
Change Cancel button to Reset	[Alt]
Undo/Redo	[Ctrl] + [Z]
Step forward	[Ctrl] + [Shift] + [Z]
Step backward	[Ctrl] + [Alt] + [Z]
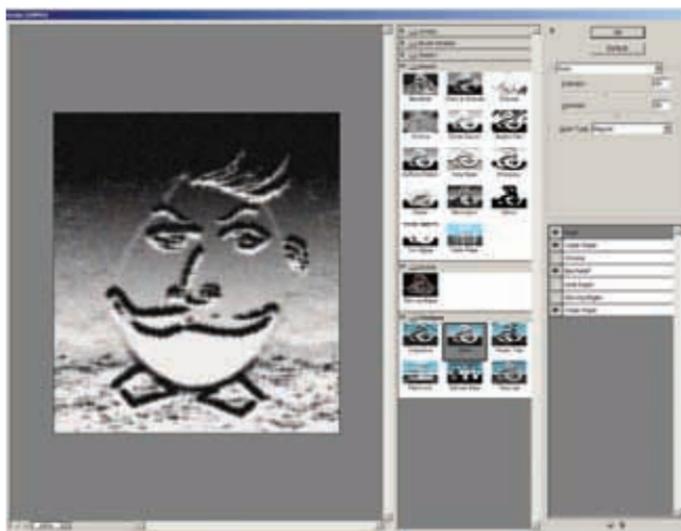
Use [Alt] + click to add effects on top of previous effects, then click on the eye icon against them (on the right side of the dialog) to show or hide them

4.2.3. The Camera Raw Dialog

Function	Shortcut
Zoom tool	[Z]
Hand tool	[H]
White Balance tool	[I]
Color Sampler tool	[S]
Crop tool	[C]
Straighten tool	[A]
Rotate image left	[L]

Rotate image right . . . .[R]
Zoom in . . . .[Ctrl] + [+]
Zoom out . . . .[Ctrl] + [-]
Temporarily switch to Zoom In tool . . . . .[Ctrl]
(Doesn't work when Straighten tool is
selected. If Crop tool is active, temporarily
switches to Straighten tool.)
Temporarily active the White Balance
tool (does not work if Crop tool is active) [Shift]
Select multiple points in Curves panel   Click the first point;
                                         [Shift] + click additional
                                         points
Add point to curve in Curves panel . . . . .[Ctrl] + click in preview
Move selected point in Curves panel
(1 unit) . . . . .Arrow keys
Move selected point in Curves panel
(10 units) . . . .[Shift] + Arrow Keys
Open selected images in Camera Raw
dialog box from Bridge . . . .[Ctrl] + [R]
Open selected images from Bridge
bypassing Camera Raw dialog box . . . . .[Shift] + double-click
Change Cancel button to Reset and Save
button to bypass Save dialog box . . . .[Alt]
Display highlights that will be clipped
in Preview   [Alt] + drag Exposure,
                                         Recovery, or Black
                                         sliders

4.2.4. Blending Modes

Function	Shortcut
Cycle through blending modes . . . .[Shift] + [+] OR [–]
Normal . . . .[Shift] + [Alt] + [N]
Dissolve . . . .[Shift] + [Alt] + [I]
Behind (Brush tool only) . . . .[Shift] + [Alt] + [Q]
Clear (Brush tool only) . . . .[Shift] + [Alt] + [R]
Darken . . . .[Shift] + [Alt] + [K]
Multiply . . . .[Shift] + [Alt] + [M]

Color Burn . . . .[Shift] + [Alt] + [B]
Linear Burn . . . .[Shift] + [Alt] + [A]
Lighten . . . .[Shift] + [Alt] + [G]
Screen . . . .[Shift] + [Alt] + [S]
Color Dodge . . . .[Shift] + [Alt] + [D]
Linear Dodge . . . .[Shift] + [Alt] + [W]
Overlay . . . .[Shift] + [Alt] + [O]
Soft Light . . . .[Shift] + [Alt] + [F]
Hard Light . . . .[Shift] + [Alt] + [H]
Vivid Light . . . .[Shift] + [Alt] + [V]
Linear Light . . . .[Shift] + [Alt] + [J]
Pin Light . . . .[Shift] + [Alt] + [Z]
Hard Mix . . . .[Shift] + [Alt] + [L]
Difference . . . .[Shift] + [Alt] + [E]
Exclusion . . . .[Shift] + [Alt] + [X]
Hue . . . .[Shift] + [Alt] + [U]
Saturation . . . .[Shift] + [Alt] + [T]
Color . . . .[Shift] + [Alt] + [C]
Luminosity . . . .[Shift] + [Alt] + [Y]
Desaturate . . . . .Sponge tool + [Shift] +
                                                           [Alt] + [D]
Saturate . . . . .Sponge tool + [Shift] +
                                                           [Alt] + [S]
Dodge/burn shadows . . . . .Dodge tool/Burn tool +
                                                           [Shift] + [Alt] + [S]
Dodge/burn midtones . . . . .Dodge tool/Burn tool +
                                                           [Shift] + [Alt] + [M]
Dodge/burn highlights . . . . .Dodge tool / Burn tool +
                                                           [Shift] + [Alt] + [H]
Set blending mode to Threshold for
bitmap images, Normal for all
other images . . . .[Shift] + [Alt] + [N]

4.2.3. Viewing Images

Function	Shortcut
Cycles through open documents	[Ctrl] + [Tab]
Close file in Photoshop and open Bridge .	[Shift] + [Ctrl] + [W]

Toggle between Standard mode and
Quick Mask mode . . . .[Q]
Toggle (forward) between Standard
screen mode, Maximized screen mode,
Full screen mode, and Full screen mode
with menu bar . . . .[F]
Toggle (backward) between Standard
screen mode, Maximized screen mode,
Full screen mode, and Full screen mode
with menu bar . . . .[Shift] + [F]
Toggle (forward) canvas color   [Space] + [F] (or right-
                                      click canvas back
                                      ground and select color)
Toggle (backward) canvas color . . . .[Space] + [Shift] + [F]
Fit image in window . . . . .Double-click Hand tool
Magnify 100% . . . . .Double-click Zoom tool
Switch to Hand tool
(when not in text-edit mode) . . . .[Space]
Switch to Zoom In tool . . . .[Ctrl] + [Space]
Switch to Zoom Out tool . . . .[Alt] + [Space]
Move Zoom marquee while dragging
with the Zoom tool . . . .[Space] + drag
Apply zoom percentage, and keep zoom
percentage box active . . . .[Shift] + Enter in
Navigator palette zoom percentage box
Zoom in on specified area of an image   [Ctrl] + drag over
                                         preview in Navigator
                                         palette
Scroll image with Hand tool . . . .[Space] + drag
Scroll up or down 1 screen . . . .[Page Up] or [Page Down]
Scroll up or down 10 units   [Shift] + [Page Up] or
                                         [Page Down]
Move view to upper left corner or lower
right corner . . . .[Home] or [End]
Toggle layer mask on/off as rubylith
(layer mask must be selected) . . . .[\]

4.2.4. Painting

Function	Shortcut
Eyedropper tool	Any painting tool + [Alt] OR any shape tool + [Alt] (except when Paths is selected)
Select background color	Eyedropper tool + [Alt] + Click
Color sampler tool	Eyedropper tool + [Shift]
Deletes color sampler	Color sampler tool + [Alt] + Click
Sets opacity, tolerance, strength, or exposure for painting mode	Any painting or editing tool + number keys (e.g., 0 = 100%, 1 = 10%, 4 then 5 in quick succession = 45%) (When airbrush option is enabled, use [Shift] + number keys)
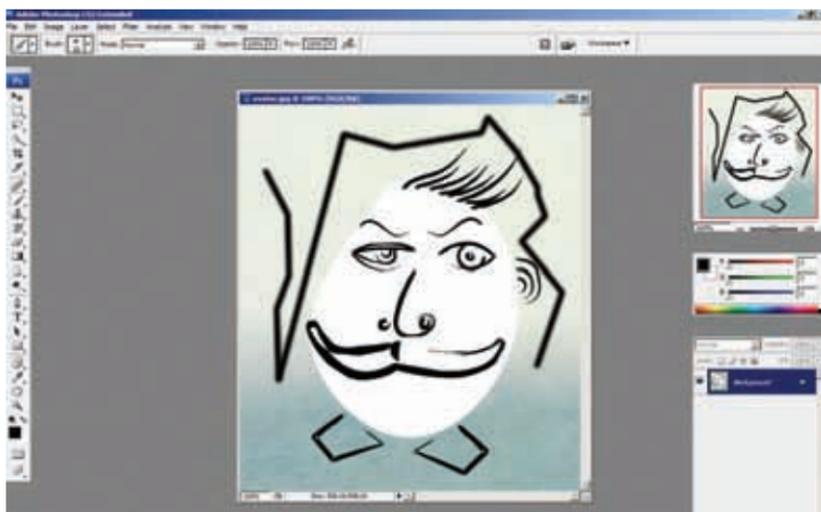
Hold down [Shift] with any painting tool (eraser included) to paint in straight lines

Sets flow for painting mode . . . . Any painting or editing
tool + [Shift] + number
keys (for example, 0 =
100%, 1 = 10%,
4 then 5 in
quick succession = 45%)
(When airbrush option
is enabled, omit [Shift])
Cycles through blending modes . . . .[Shift] + [+] OR [–]
Fills selection/layer with foreground
or background color . . . .[Alt] + [Backspace], or
[Ctrl] + [Backspace]
Fills from history . . . .[Control] + [Alt] +
[Backspace]
Displays Fill dialog box . . . .[Shift] + [Backspace]
Lock transparent pixels on/off . . . .[/]
Connects points with a straight line . . . .Any painting tool +
[Shift] + Click

4.2.5. Working With Type

Function   **Shortcut**
Align left, center, or right . . . . Horizontal type tool +
[Ctrl] + [Shift] + [L], [C],
or [R]
Align top, center, or bottom . . . . .Vertical type tool + [Ctrl] +
Shift + [L], [C], or [R]
Return to default font style . . . .[Ctrl] + [Shift] + [Y]
Choose 100% horizontal scale . . . .[Ctrl] + Shift + [X]
Choose 100% vertical scale . . . .[Ctrl] + [Shift] + [Alt] + [X]
Choose Auto leading . . . .[Ctrl] + [Shift] + [Alt] + [A]
Choose 0 for tracking . . . .[Ctrl] + [Shift] + [Q]
Justify paragraph, left aligns last line . . .[Ctrl] + [Shift] + [J]
Justify paragraph, justifies all . . . .[Ctrl] + [Shift] + [F]
Toggle paragraph hyphenation on/off . . .[Ctrl] + [Shift] + [Alt] + [H]
Toggle single/every-line composer on/off .[Ctrl] + [Shift] + [Alt] + [T]
Decrease or increase type size of
selected text 2 points or pixels . . . .[Ctrl] + [Shift] + [<] or [>]
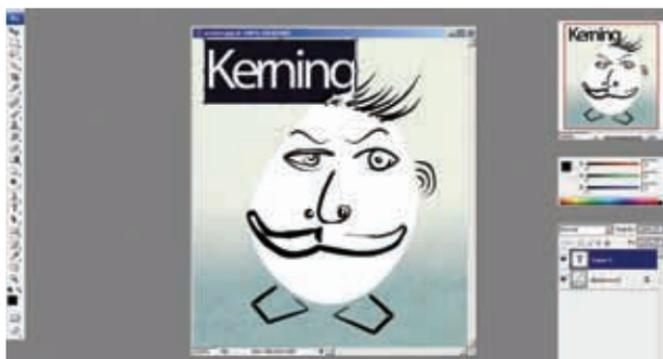
Use [Alt] and the left or right arrows to decrease or increase the space between letters

Decrease or increase leading 2 points
or pixels . . . .[Alt] + [Down Arrow] or
[Up Arrow]

Decrease or increase baseline shift 2
points or pixels . . . .[Shift] + [Alt] + [Down
Arrow] or [Up Arrow]

Decrease or increase kerning/
tracking 20/1000 ems . . . .[Alt] + [Left Arrow] or
[Right Arrow]

4.2.6. The Layers Palette

Function	Shortcut
Load layer transparency as a selection	[Ctrl] + click layer thumbnail
Load filter mask as a selection	[Ctrl] + click filter mask thumbnail
Group layers	[Ctrl] + [G]
Ungroup layers	[Ctrl] + [Shift] + [G]
Create/release clipping mask	[Ctrl] + [Alt] + [G]
Select all layers	[Ctrl] + [Alt] + [A]
Merge visible layers	[Ctrl] + [Shift] + [E]
Create new empty layer with dialog box	[Alt] + click New Layer button
Create new layer below target layer	[Ctrl] + click New Layer button
Select top layer	[Alt] + [.]
Select bottom layer	[Alt] + [,]

Add to layer selection in Layers palette . .[Shift] + [Alt] + [[] or []]
Select next layer down/up . . . .[Alt] + [[] or []]
Move target layer down/up . . . .[Ctrl] + [[] or []]
Merge a copy of all visible layers into
target layer . . . .[Ctrl] + [Shift] + [Alt] + [E]
Merge down . . . .[Ctrl] + [E]
Move layer to bottom or top . . . .[Ctrl] + [Shift] + [[] or[ ]]
Copy current layer to layer below . . . .[Alt] + Merge Down
                                                command from the
                                                Palette pop-up menu
Merge all visible layers to a new layer
above the currently selected layer . . . .[Alt] + Merge Visible
                                                command from the
                                                Palette pop?up menu
Show/hide this layer/layer group only
or all layers/layer groups . . . . .Right-click on the eye icon
Show/hide all other currently visible
layers . . . .[Alt] + click the eye icon
Toggle lock transparency for target
layer, or last applied lock . . . .[/]
Edit layer effect/style, options . . . . .Double-click layer
                                                effect / style
Hide layer effect/style . . . .[Alt] + double-click layer
                                                effect / style
Edit layer style . . . . .Double-click layer
Disable/enable vector mask . . . .[Shift] + click vector
                                                mask thumbnail
Open Layer Mask Display Options
dialog box . . . . .Double-click layer mask
                                                thumbnail
Toggle layer mask on/off . . . .[Shift] + click layer mask
                                                thumbnail
Toggle filter mask on/off . . . .[Shift] + click filter
                                                mask thumbnail
Toggle between layer mask/composite
image . . . .[Alt] click layer
                                                mask thumbnail

Toggle between filter mask/composite image . . . .[Alt]-click filter mask thumbnail

Toggle rubylith mode for layer mask on/off . . . .\ (backslash), or [Shift] + [Alt]-click

Select all type; temporarily select type tool . . . . .Double-click type layer thumbnail

Create a clipping mask . . . .[Alt] + click the line dividing two layers

Rename layer . . . . .Double-click the layer name

Edit filter settings .Double-click the filter effect

Edit the Filter Blending options . . . . .Double-click the Filter Blending icon

Create new layer set below current layer/layer set . . . .[Ctrl] + click New Layer Set button

Create new layer set with dialog box . . . .[Alt] + click New Layer Set button

Create layer mask that hides all/selection . . . .[Alt] + click Add Layer Mask button

Create vector mask that reveals all/selection . . . .[Ctrl] + click Add Layer Mask button

Create vector mask that hides all/selection [Ctrl] + [Alt] + click Add Layer Mask button

Display layer group properties . . . . .Right-click layer group or double-click group

Select/deselect multiple contiguous layers [Shift] + click

Select/deselect multiple discontiguous layers . . . .[Ctrl] + click

Audio Editing

I f you're editing sound, the best open source tool for you is Audacity. It's light on system resources, and has nearly every feature the novice needs. If you're a little more loaded, perhaps, Sony Sound Forge may be the program for you.

5.1 Audacity

5.1.1. Editing

Function	Shortcut
Selection Tool	[F1]
Envelope Tool	[F2]
Editing Tool	[F3]
Zoom Tool	[F4]
Timeshift Tool	[F5]
Multi Tool	[F6]
Cycle tool forward	[D]
Cycle tool backward	[A]
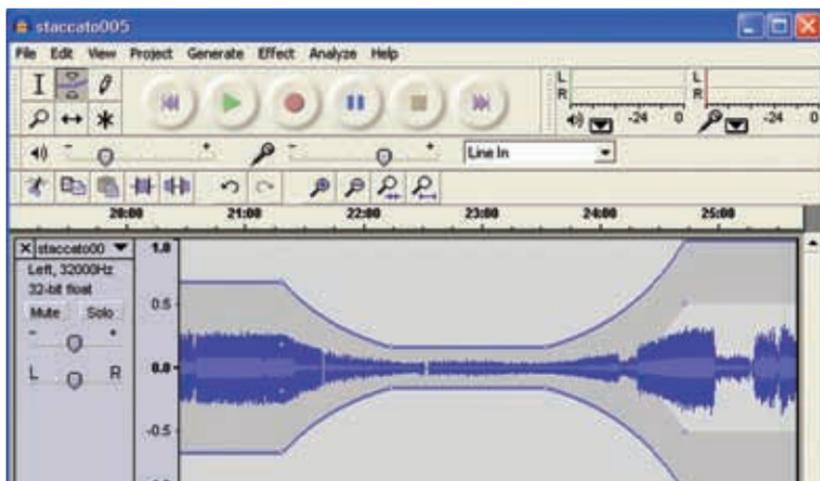
Use [F2] to fire up Audacity's Envelope tool

5.1.2. Commands

Function	Shortcut
Undo	[Ctrl] + [Z]
Redo (Windows)	[Ctrl] + [Y]
Redo (Mac/Unix)	[Ctrl] + [Shift] + [Z]
Cut	[Ctrl] + [X]
Copy	[Ctrl] + [C]
Paste	[Ctrl] + [V]
Delete	[Ctrl] + [K], [Delete]
Silence	[Ctrl] + [L]
Duplicate	[Ctrl] + [D]
Select All	[Ctrl] + [A]
Find Zero Crossings	[Z]

5.1.3. Navigation And Playback

Function	Shortcut
Play/Stop	[Space]
Loop	[Shift] + [Space], [L]
Pause	[P]
Record	[R]
Preview 1 second	[1]
Play From Cursor To Selection	[B]
Zoom In	[Ctrl] + [1]
Zoom Normal	[Ctrl] + [2]
Zoom Out	[Ctrl] + [3]
Fit In Window	[Ctrl] + [F]
Fit Vertically	[Ctrl] + [Shift] + [F]
Zoom to Selection	[Ctrl] + [E]
Import Audio	[Ctrl] + [I]
Create Label	[Ctrl] + [B]
Repeat Last Effect	[Ctrl] + [R]

5.2. Sound Forge

These are Sound Forge's default shortcuts—you can customise them in the Preferences dialog whenever you feel like it.

The many panes of Sound Forge

5.2.1. View Commands

Function	Shortcut
Set input focus to the waveform display in the active data	[Alt] + [0]
Show/set input focus to the Explorer window.	[Alt] + [1]
Show/set input focus to the Regions List.	[Alt] + [2]
Show/set input focus to the Playlist/Cutlist window.	[Alt] + [3]
Show/set input focus to the Video Preview window.	[Alt] + [4]
Show/set input focus to the Time Display window.	[Alt] + [5]
Show/set input focus to Channel Meters window.	[Alt] + [6]
Show/set input focus to Undo/Redo History window.	[Alt] + [7]
Show/set input focus to Spectrum Analysis window.	[Alt] + [8]
Show/set input focus to the Plug-In Chainer window.	[Alt] + [9]
Show/set input focus to Plug-In Manager window.	[Ctrl] + [Alt] + [0]
Show/set input focus to MIDI Keyboard window.	[Ctrl] + [Alt] + [1]
Show/set input focus to the Script Editor window.	[Ctrl] + [Alt] + [2]

Show/set input focus to Hardware Meters window. . .[Ctrl] + [Alt] + [3]

Show/set input focus to the Loop Tuner window. . . . .[Ctrl] + [Alt] + [4]

Tile the data windows vertically. . . . .[Shift] + [F4]

Restore the Sound Forge application window. . . . . . .[Alt] + [F5]

Cascade the data windows. . . . .[Shift] + [F5]

Restore the active data window. . . . .[Ctrl] + [F5]

Toggle playback scrolling on and off. . . . .[F6]

Toggle smooth playback scrolling on and off. . . . . . .[Shift] + [F6]

Go to the next data window. . . . .[Ctrl] + [F6]

Go to the previous data window. . . . .[Ctrl] + [Shift] + [F6]

Maximize the active data window. . . . .[Ctrl] + [F10]

Maximize the Sound Forge application window. . . . .[Alt] + [F10]

Show/hide windows docked at the bottom of the
workspace. . . . .[F11]

Show/hide windows docked at the sides of the
workspace. . . . .[Shift] + [F11]

Show/hide all docked windows. . . . .[Ctrl] + [F11]

Maximize the width of the active data window. . . . . .[Ctrl] + [Enter]

Insert/show/hide volume envelope. . . . .[V]

Insert/remove volume envelope. . . . .[Shift] + [V]

Insert/show/hide pan envelope. . . . .[P]

Insert/remove pan envelope. . . . .[Shift] + [P]

5.2.2. Edit Commands

Function . . . . .Shortcut

Select the previous/next editing tool
(Edit tool, Magnify tool, Pencil tool). . . . .[D] / [Shift] + [D]

Select the Edit tool. . . . .[Ctrl] + [D]

Select all data in the active window. . . . .[Ctrl] + [A]

Copy the selected data onto the clipboard. . . . . . .[Ctrl] + [C]

Paste the clipboard contents into a new
data window. . . . .[Ctrl] + [E]

Mix data from the clipboard with the active
window. . . . .[Ctrl] + [M]

Trim (crop) to the current selection. . . . .[Ctrl] + [T]
Paste data from the clipboard into the active
window. . . . .[Ctrl] + [V]
Move (cut) the selected data onto the clipboard. .[Ctrl] + [X]
Repeat last process, effect, or tool. . . . .[Ctrl] + [Y]
Undo the last action. . . . .[Ctrl] + [Z]
Redo the last undone action. . . . .[Ctrl] + [Shift] + [Z]
Clear (delete) the selected data; nothing is
placed on the clipboard. Not.: If the Treat as
Cutlist command (available in the Special
menu, Playlist/ Cutlist submenu) is selected,
deleting a selection creates a region in the
Cutlist window, but does not remove the
selection. . . . .[Delete]
Insert a command marker at the current
cursor position. . . . .[C]
Insert a marker at the current cursor position. . .[M]
Toggle Auto Snap to Zero on and off. . . . .[Ctrl] + [B]
Insert/show/hide volume envelope. . . . .[V]
Insert/remove volume envelope. . . . .[Shift] + [V]
Insert/show/hide pan envelope. . . . .[P]
Insert/remove pan envelope. . . . .[Shift] + [P]
Create a ioop from the current selection. . . . . . .[Alt] + [Shift] + [L]
Create a loop from the current selection
without displaying the Edit Sample dialog. . . . . .[Alt] + [L]
Stop or cancel the current action (including
playback). . . . .[Esc]
Toggle drag-and-drop snapping on and off. . . . . .[F8]

5.2.3. Movement

Function . . . . .Shortcut
Move one pixel right/left. . . . .[Right Arrow] /
[Left Arrow]
Move one audio sample right/left. . . . .[Ctrl] + [Alt] + [Right
Arrow] / [Ctrl] + [Alt]
+ [Left Arrow]

Previous/next video frame (video files) (only available if the data window contains a video file)	[Alt] + [Left Arrow] / [Alt] + [Right Arrow]
Display the Go To dialog. . . . .[Ctrl] + [G]	
Go to the first sample visible in the waveform display. . . . .[Home]	
Go to the last sample visible in the waveform display. . . . .[End]	
Go to the first sample in the data window. . . .[Ctrl] + [Home]	
Go to the last sample in the data window. . . .[Ctrl] + [End]	
Move 10% of the current view prior to the cursor position. . . . .[Page Up]	
Move 10% of the current view past the cursor position. . . . .[Page Down]	
Move 100% of the current view prior to the cursor position. . . . .[Ctrl] + [Page Up]	
Move 100% of the current view past the cursor position. . . . .[Ctrl] + [Page Down]	

Go to end of file. If regions, loops, or
markers exist in the file, this keystroke
moves to the next region, loop, or
marker boundary. . . . .[Ctrl] + [Right Arrow]
Go to beginning of file. If regions, loops,
or markers exist in the file, this keystroke
moves to the previous region, loop, or
marker boundary. . . . .[Ctrl] + [Left Arrow]
Center the cursor in the waveform display. . .[.] or [\]
Go to the next sample. . . . .[+] (keypad)
Go to the previous sample. . . . .[-] (keypad)
Move 10 samples past the current cursor. . . .[Ctrl] + [+] (keypad)
Move 10 samples prior to the current cursor. .[Ctrl] + [-] (keypad)

5.2.4. Selections

Function . . . . .Shortcut
Show the Set Selection dialog. . . . .[Ctrl] + [Shift] + [D]
Select from the cursor to the next/previous
screen pixel. . . . .[Shift] + [Right Arrow] / [Shift] + [Left Arrow]

Select from the cursor to the next/previous sample. . . . .[Shift] + [Ctrl] + [Alt] + [Right Arrow] / [Shift] + [Ctrl] + [Alt] + [Left Arrow]

Select from the cursor to the next/previous video frame. Note: This is only available if the data window contains a video file. . . . . . .[Shift] + [Alt] + [Right Arrow] / [Shift] + [Alt] + [Left Arrow]

Select from the cursor to the first sample visible in the waveform display. . . . .[Shift] + [Home]

Select from the cursor to the last sample visible in the waveform display. . . . .[Shift] + [End]

Select from the cursor to the first sample in the data window. . . . .[Ctrl] + [Shift] + [Home]

Select from the cursor to the last sample in the data window. . . . .[Ctrl] + [Shift] + [End]

Select from the cursor to 10% of the current view prior to the cursor position. . . . .[Shift] + [Page Up]

Select from the cursor to 10% of the current view past the cursor position. . . . .[Shift] + [Page Down]

Select 100% of the current view prior to the cursor position. . . . .[Ctrl] + [Shift] + [Page Up]

Select 100% of the current view past the cursor position. . . . .[Ctrl] + [Shift] + [Page Down]

Select 10 pixels past the cursor position. If regions, loops, or markers exist in the file, this keystroke selects to the next region, loop, or marker boundary. . . . .[Ctrl] + [Shift] + [-]

Select 10 pixels prior to the cursor position. If regions loops, or markers exist in the file, this keystroke selects to the previous region, loop, or marker boundary. . . . .[Ctrl] + [Shift] + [Left Arrow]

Select from the cursor to the next sample. . . .[Shift] + [+] (keypad)

Select from cursor to the previous sample. . . .[Shift] + [-] (keypad)

Select 10 samples past the current cursor. . . .[Ctrl] + [Shift] + [+] (keypad)

Select 10 samples prior to the current cursor. [Ctrl] + [Shift] + [-] (keypad)

Snap to time. . . . .[T]

Snap edge to time. . . . .[Shift] + [T]

Snap to next zero crossing. . . . .[Z]

Snap edge to next zero crossing. . . . .[Shift] + [Z]

Switch the selection through the channels
in a multichannel file. . . . .[Tab]/[Shift] + [Tab]

[Shift] current selection to the left by the
length of the selection. . . . .[<]

[Shift] current selection to the right by the
length of the selection. . . . .[>]

Cut the current selection length in half. . . . .[;]

Double the current selection length. . . . .[']

Rotate audio. . . . .[:]

Restore previous five time selections. . . . .[Backspace]

Toggle last selection/cursor position. . . . .[S] or [/]

Create a loop from the current selection. . . .[Alt] + [Shift] + [L]

Create a loop from the current selection
without displaying the Edit Sample dialog. . .[Alt] + [L]

5.2.5. Navigation

Function . . . . .Shortcut

Save a view in cell <Number> where
<Number> ranges from ito 8. . . . .[Ctrl] + [Shift] + <Number>

Restore a view using cell <Number> where
<Number> ranges from ito 8. . . . .[Ctrl] + <Number>

Move cursor to corresponding marker or
select corresponding region . . . . .0-9 keys (not keypad)

Increase time magnification (zoom in). . . . . .[Up Arrow] or Mouse Wheel Up

Decrease time magnification (zoom out). . . .	[Down Arrow] or Mouse Wheel Down
Increase level magnification.	[Shift] + [Up Arrow]
Decrease level magnification.	[Shift] + [Down Arrow]
Zoom to selection if a selection exists; otherwise Zoom In Full.	[Ctrl] + [Up Arrow]
Zoom normal (zooms to default zoom ratio set in Preferences).	[Ctrl] + [Down Arrow]
Display custom zoom ratio 1.	[1] (keypad)
Display custom zoom ratio 2.	[2] (keypad)
Pan data window up if zoomed in vertically. .	[Ctrl] + [Shift] + [Up Arrow]
Pan data window down if zoomed in vertically.	[Ctrl] + [Shift] + [Down Arrow]
Switch cursor to opposite end of selection. . .	[5] (keypad)
Set Mark In at the current cursor position. . .	[I]
Set Mark Out at the current cursor position.	[O]
Play or stop the contents of the data window in default mode.	[Space] or [F12]
Play all.	[Shift] + [Space] or [Shift] + [F12]
Play/Pause.	[Enter] or [Ctrl] + [F12]
Switch play mode between Normal, Plug-In Chainer, Play as Sample, and Play as Cutlist playback modes.	[X]
Pause playback and leave the cursor at the current position.	[Enter]
Stop or cancel the current action (including playback).	[Esc]
Toggle looped playback.	[Q]
Seek cursor on playback	[F]
Preview cut (skip selection on playback with pre-roll).	[Ctrl] + [K]
Play to cursor with pre-roll.	[Ctrl] + [Shift] + [K]
Scrub playback	[J], [K], or [L]

Toggle playback scrolling on and off. . . . .[F6]
Toggle smooth playback scrolling on and off. [Shift] + [F6]
Generate MIDI timecode. . . . .[F7]
Trigger from MIDI timecode. . . . .[Ctrl] + [F7]

5.2.6. Recording

Function . . . . .Shortcut
Open Record dialog. . . . .[Ctrl] + [R]
Start/stop recording. . . . .[Alt] + [R]
Play. . . . .[Alt] + [P]
Reset clip Indicators. . . . .[Alt] + [T]
Stop recording or playback. . . . .[Esc]
Go to the start of the file. . . . .[Alt] + [Z]
Insert a marker while recording. . . . .[M]

5.2.7. Mouse Wheel Shortcuts

Function . . . . .Shortcut
Zoom in horizontally. . . . . .Wheel Up
Zoom out horizontally. . . . . .Wheel Down
Zoom in vertically. . . . .[Ctrl] + Wheel Up
Zoom out vertically. . . . .[Ctrl] + Wheel Down
Scroll left (in 10ths of screen width). . . .[Shift] + Wheel Up
Scroll right (in 10ths of screen width). . .[Shift] + Wheel Down
Cursor left or current selection point
left (if there is a selection) . . . .[Ctrl] + [Shift] + Wheel Up
Cursor right or current selection point
right (if there is a selection) . . . .[Ctrl] + [Shift] + Wheel
                                                    Down

Video Editing

Whether you're editing your home movies or on your way to become a professional video editor, using the keyboard gives you more control than the mouse—especially when you're fine-tuning your video's settings.

6.1. Windows Movie Maker

Movie Maker has practically become the *de facto* for home movies, now that it comes bundled with Windows XP. It's an uncomplicated program, requiring no more than a few clicks (or keystrokes) to get your movie where you want it to be.

Function	Shortcut
Set start trim point	[Ctrl] + [Shift] + [Left Arrow]
Set end trim point	[Ctrl] + [Shift] + [Right Arrow]
Clear trim points	[Ctrl] + [Shift] + [Delete]
Split clip	[Ctrl] + [Shift] + [S]
Combine clips	[Ctrl] + [Shift] + [C]
First clip	[Home]
Last clip	[End]
Play/Pause	[Space]
Stop playback	[.]
Previous frame	[Alt] + [Left Arrow]
Next frame	[Alt] + [Right Arrow]
Previous clip	[Ctrl] + [Alt] + [Left Arrow]
Next clip	[Ctrl] + [Alt] + [Right Arrow]
Full screen	[Alt] + [Enter]
Return from full screen	[Esc]
Help topics	[F1]
Next pane	[F6] or [Tab]
Previous pane	[Shift] + [F6] or [Shift] + [Tab]

6.2. Adobe Premiere CS3

The tool of choice for professionals and students of the video-editing craft, Premiere has been around for a long time, and can be a little confusing to the beginner.

6.2.1. Tools

Function	Shortcut
Selection tool	[V]
Track Select tool	[A]
Ripple Edit tool	[B]
Rolling Edit tool	[N]
Rate Stretch tool	[X]
Razor tool	[C]
Slip tool	[Y]
Slide tool	[U]
Pen tool	[P]
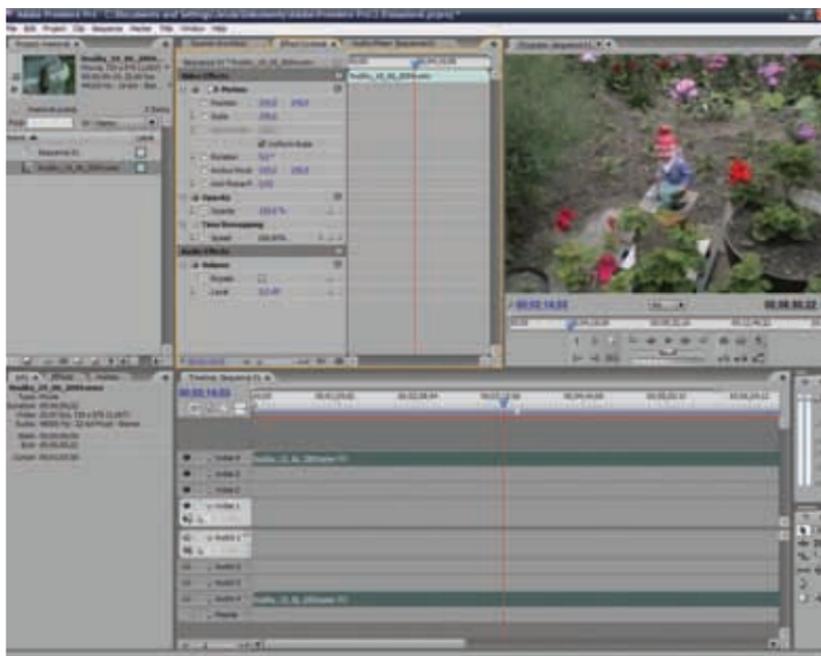
Use [Shift] + [1] to [7] to view Premiere's various panels

Hand tool . . . .[H]
Zoom tool . . . .[Z]

6.2.2. Viewing Panels

Function	Shortcut
Audio Mixer Panel	[Shift] + [6]
Effect Controls Panel	[Shift] + [5]
Effects Panel	[Shift] + [7]
Source Monitor Panel	[Shift] + [2]
Program Monitor Panel	[Shift] + [4]
Project Panel	[Shift] + [1]
Timeline Panel	[Shift] + [3]

6.2.3. The Capture Panel

Function	Shortcut
Navigate through editable fields . . .	[Tab]
Cancel capture	[Esc]
Eject	[E]
Fast Forward	[F]
Go to In point	[Q]
Go to Out point	[W]
Record	[G]
Rewind	[R]
Step back	[Left Arrow]
Step forward	[Right Arrow]
Stop	[S]

6.2.4. The Project Panel

Function	Shortcut
Delete selection with options	[Ctrl] + [Backspace]
Extend selection down	[Shift] + [Down Arrow]
Extend selection left	[Shift] + [Left Arrow]
Extend selection right	[Shift] + [Right Arrow]

Extend selection up . . . .[Shift] + [Up Arrow]
Move selection down . . . .[Down Arrow]
Move selection to the end . . . .[End]
Move selection to home . . . .[Home]
Move selection left . . . .[Left Arrow]
Move selection a page down . . . .[Page Down]
Move selection a page up . . . .[Page Up]
Move selection right . . . .[Right Arrow]
Move selection up . . . .[Up Arrow]
Next thumbnail size . . . .[Shift] + []]
Previous thumbnail size . . . .[Shift] + [[]

6.2.5. The Timeline

Function   **Shortcut**
Set work area bar to sequence . . . . . .Double?click the work area bar
Set work area bar In point . . . .[Alt] + [[]
Set work area bar Out point . . . . . .[Alt] + []]
Clear In and Out points . . . .[G]
Clear In point . . . .[D]
Clear selection . . . .[Backspace]
Clear Out Point . . . .[F]
Edit audio or video In point or Out
point independently . . . .[Alt] + drag In point or Out point
Go to In point . . . .[Q]
Go to Out point . . . .[W]
Go to next edit point . . . .[Page Down]
Go to previous edit point . . . .[Page Up]
Go to sequence end . . . .[End]
Go to sequence start . . . .[Home]
Go to sequence numbered marker . .[Ctrl] + [1]
Match frame . . . .[M]
Move selected clip forward a
specified number of frames . . . .[+] > number of frames > [Enter]
Move selected clip back a specified
number of frames . . . .[?] > number of frames > [Enter]
Nudge clip selection 5 frames to
the left . . . .[Alt] + [Shift] + [,]

Nudge clip selection one frame to
the left . . . .[Alt] + [,]
Nudge clip selection 5 frames to
the right . . . .[Alt] + [Shift] + [.]
Nudge clip selection one frame to
the right . . . .[Alt] + [.]
Play from current?time indicator
to Out point . . . .[Ctrl] + [Space]
Play In to Out with preroll/postroll .[Shift] + [Space]
Toggle Play/Stop . . . .[Spacebar]
Play forward at fast speed . . . .[Shift] + [L] (repeatedly, until
                                          playing at the desired speed)
Play forward at normal speed . . . . . .[L]
Play forward one frame at a time . . .Hold [K] while pressing [L]
Play forward slowly (8 fps) . . . . .Hold down [K] + [L]
Play in reverse at fast speed . . . .[Shift] + [J] (repeatedly until
                                          playing at the desired speed)
Play in reverse at normal speed . . . .[J]
Play in reverse one frame at a time .Hold [K] while pressing [J]
Play in reverse slowly (8 fps) . . . . . . .Hold down [K] + [J]
Reveal nested sequence . . . .[Shift] + [T]
Ripple delete . . . .[Alt] + [Backspace]
Set In point . . . .[I]
Set next available numbered
Timeline marker . . . .[Shift] + [*] (keypad)
Set Out point . . . .[O]
Set unnumbered marker . . . .[*] (keypad)
Show next screen . . . .[Down Arrow]
Show previous screen . . . .[Up Arrow]
Shuttle slow left . . . .[Shift] + [J]
Shuttle slow right . . . .[Shift] + [L]
Shuttle stop . . . .[K]
Slide clip selection 5 frames to
the left . . . .[Alt] + [Shift] + [Left Arrow]
Slide clip selection one frame to
the left . . . .[Alt] + [Left Arrow]
Slide clip selection 5 frames to

the right . . . .[Alt] + [Shift] + [Right Arrow]
Slide clip selection one frame to
the right . . . .[Alt] + [Right Arrow]
Slip audio or video independently . .[Alt] + drag the audio or video
                                     portion of the clip with the
                                     Selection tool
Slip clip selection 5 frames to
the left . . . .[Ctrl] + [Alt] + [Shift] + [Left
                                     Arrow]
Slip clip selection one frame to
the left . . . .[Ctrl] + [Alt] + [Left Arrow]
Slip clip selection 5 frames to
the right . . . .[Ctrl] + [Alt] + [Shift] + [Right
                                     Arrow]
Slip clip selection one frame to
the right . . . .[Ctrl] + [Alt] + [Right Arrow]
Step back . . . .[Left Arrow]
Step back 5 frames/units . . . .[Shift] + [Left Arrow]
Step forward . . . .[Right Arrow]
Step forward 5 frames/units . . . .[Shift] + [Right Arrow]
Target audio track below . . . .[Ctrl] + [Shift] + [-]
Target video track below . . . .[Ctrl] + [-]
Trim . . . .[T]

6.2.6. The Titler

Function   **Shortcut**
Arc tool . . . .[A]
Decrease kerning by 5 units . . . . . .[Alt] + [Shift] + [Left Arrow]
Decrease kerning by 1 unit . . . .[Alt] + [Left Arrow]
Decrease leading by 5 units . . . .[Alt] + [Shift] + [Down Arrow]
Decrease leading by 1 unit . . . .[Alt] + [Down Arrow]
Decrease text size by 5 points . . . . .[Ctrl] + [Alt] + [Shift] + [Left Arrow]
Decrease text size by 1 point . . . . . .[Ctrl] + [Alt] + [Left Arrow]
Ellipse tool . . . .[E]
Increase kerning by 5 units . . . .[Alt] + [Shift] + [Right Arrow]
Increase kerning by 1 unit . . . .[Alt] + [Right Arrow]
Increase leading by 5 units . . . .[Alt] + [Shift] + [Up Arrow]

Increase leading by 1 unit	[Alt] + [Up Arrow]
Increase text size by 5 points	[Ctrl] + [Alt] + [Shift] + [Right Arrow]
Increase text size by 1 point	[Ctrl] + [Alt] + [Right Arrow]
Insert copyright symbol	[Ctrl] + [Alt] + [Shift] + [C]
Insert registered symbol	[Ctrl] + [Alt] + [Shift] + [R]
Line tool	[L]
New title	[Ctrl] + [T]
Nudge selected object 5 pixels down	[Shift] + [Down Arrow]
Nudge selected object 1 pixel down	[Down Arrow]
Nudge selected object 5 pixels to the left	[Shift] + [Left Arrow]
Nudge selected object 1 pixel to the left	[Left Arrow]
Nudge selected object 5 pixels to the right	[Shift] + [Right Arrow]
Nudge selected object 1 pixel to the right	[Right Arrow]
Nudge selected object 5 pixels up	[Shift] + [Up Arrow]
Nudge selected object 1 pixel up	[Up Arrow]
Pen tool	[P]
Position objects to the bottom Title Safe Margin	[Ctrl] + [Shift] + [D]
Position objects to the left Title Safe Margin	[Ctrl] + [Shift] + [F]
Position objects to the top Title Safe Margin	[Ctrl] + [Shift] + [O]
Rectangle tool	[R]
Rotation tool	[O]
Selection tool	[V]
Type tool	[T]
Vertical Type tool	[C]
Wedge tool	[W]

Media Players

Listening to music on your computer can be so much fun. But having to click multiple times to change your track, managing playlists or adjustnig the volume can be a daunting task. Here are shortcuts that will make life a lot easier

7.1.   Windows Media Player 11

Function	Shortcut
Zoom to 50 per cent	[Alt] + [1]
Zoom to 100 per cent	[Alt] + [2]
Zoom to 200 per cent	[Alt] + [3]
Show video in full screen	[Alt] + [Enter]
Switch to previous view (same as Back button)	[Alt] + [Left Arrow]

Use [F10] to get the standard WMP menu back

Switch to next view (same as Forward button) . . .[Alt] + [Right Arrow]

Switch to full mode . . . .[Ctrl] + [1]

Switch to skin mode . . . .[Ctrl] + [2]

Switch to the first view in a media category
after Recently Added, such as Artist in Music . . . .[Ctrl] + [7]

Switch to the second view in a media category
after Recently Added, such as Album in Music . . .[Ctrl] + [8]

Switch to the third view in a media category
after Recently Added, such as Songs in Music . . . .[Ctrl] + [9]

Play the previous item . . . .[Ctrl] + [B]

Move the focus to the search box in the library . .[Ctrl] + [E]

Play the next item . . . .[Ctrl] + [F]

Turn shuffle on or off . . . .[Ctrl] + [H]

Eject CD or DVD (except on computers with
two or more CD or DVD disc drives) . . . .[Ctrl] + [J]

Show or hide the Classic Menus (menu bar) in
full mode . . . .[Ctrl] + [M]

Create a playlist . . . .[Ctrl] + [N]

Open a file . . . .[Ctrl] + [O]

Play or pause a file . . . .[Ctrl] + [P]

Stop playback . . . .[Ctrl] + [S]

Rewind video . . . .[Ctrl] + [Shift] + [B]

Turn captions and subtitles on or off . . . .[Ctrl] + [Shift] + [C]

Fast-forward through video or music . . . .[Ctrl] + [Shift] + [F]

Play faster than normal speed
(time compression) . . . .[Ctrl] + [Shift] + [G]

Play at normal speed . . . .[Ctrl] + [Shift] + [N]

Play slower than normal speed (time expansion) .[Ctrl] + [Shift] + [S]

Repeat the playlist . . . .[Ctrl] + [T]

Specify either a URL or path of a file . . . .[Ctrl] + [U]

Close or stop playing a file . . . .[Ctrl] + [W]

Open Help . . . .[F1]

Show the Classic Menus (menu bar) . . . .[F10]

Switch to full-screen mode . . . .[F11]

Edit media information on a selected item in
the library . . . .[F2]

Add media files to the library . . . .[F3]
Change how items are displayed in the Details
pane by using the options available with the
View Options button . . . .[F4]
Refresh information in the panes . . . .[F5]
Increase the size of album art . . . .[F6]
Mute the volume . . . .[F7]
Decrease the volume . . . .[F8]
Increase the volume . . . .[F9]
Decrease the size of album art . . . .[Shift] + [F6]

7.2. VLC Media Player

7.2.1. Audio

Function	Shortcut
Mute on/off	[M]
Turn volume up	[Ctrl] + [Up Arrow]
Turn volume down	[Ctrl] + [Down Arrow]
Volume Up	[Ctrl] + [Up Arrow]
Volume Down	[Ctrl] + [Down Arrow]
Subtitle Delay Up	[Ctrl] + [H]
Subtitle Delay Down	[Ctrl] + [J]

7.2.2. General Shortcuts

Function	Shortcut
Show time played/time left	[T]
Quit Program	[Ctrl] + [Q]
Full Screen mode	[F]
Playlist	[Ctrl] + [P]
Messages	[Ctrl] + [M]
Stream and Media Info	[Ctrl] + [I]
Open Capture Device	[Ctrl] + [A]
Streaming and Transcoding Wizard	[Ctrl] + [W]
Exit	[Ctrl] + [X] / [Ctrl] + [Q]
VLM Control	[Ctrl] + [V]
Extended GUI	[Ctrl] + [G]
Bookmarks	[Ctrl] + [B]
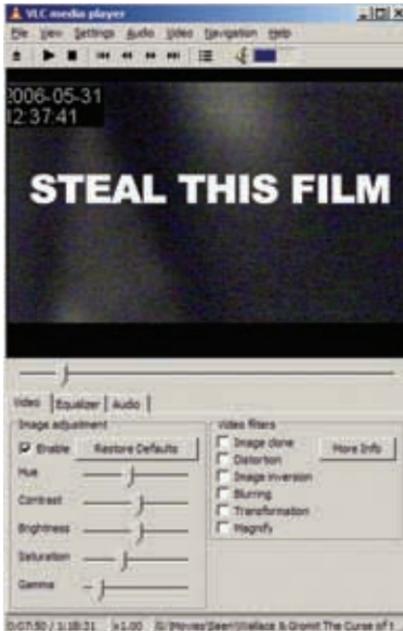
Use [Ctrl] + [G] to open the Extended
GUI and tweak your video's
appearance

Preferences	[Ctrl] + [S]
Fullscreen	[F]
Play faster	[+]
Play Slower	[-]

7.2.3. Playback

Function	Shortcut
Play/Pause	[Space]
Stop	[S]
Next entry in Playlist	[N]
Full Screen	[F]
Quick Open File	[Ctrl] + [O]
Open File	[Ctrl] + [F]
Open Directory	[Ctrl] + [O]
Open Disk	[Ctrl] + [D]
Open Network Stream	[Ctrl] + [N]
Next item	[N]
Previous Item	[P]
Very Short Backwards Jump	[Shift] + [Left Arrow]

Very Short Forward Jump . . . .[Shift] + [Right Arrow]
Backwards Jump . . . .[Alt] + [Left Arrow]
Forward Jump . . . .[Alt] + [Right Arrow]
Medium Backwards Jump . . . .[Ctrl] + [Left Arrow]
Medium Forward Jump . . . .[Ctrl] + [Right Arrow]
Long Backwards Jump . . . .[Alt] + [Ctrl] + [Left Arrow]
Long Forward jump . . . .[Alt] + [Ctrl] + [Right Arrow]
Activate . . . .[Enter]
Go to DVD menu . . . .[Ctrl] + [M]
Select previous DVD title . . . .[Ctrl] + [P]
Select Previous DVD title . . . .[Ctrl] + [F]
Select Previous DVD Chapter . . . .[Ctrl] + [U]
Select Next DVD Chapter . . . .[Ctrl] + [D]

7.3. Winamp

Apart from these shortcuts, Winamp's best feature is Global Hotkeys, which let you control the program without actually opening the window. To enable them (and to see a list), go to Options > Preferences > Global Hotkeys.

7.3.1. Basic Shortcuts

Function	Shortcut
The About Window of Winamp	[F1]
Always on Top Toggle (All but playlist editor)	[Ctrl] + [A]
Toggle Windowshade Mode	[Ctrl] + [W]
Toggle Doublesize Mode	[Ctrl] + [D]
Toggle Easy move	[Ctrl] + [E]
Toggle Time Display Mode	[Ctrl] + [T]
Toggle Main Window	[Alt] + [W]
Toggle Playlist Editor	[Alt] + [E]
Toggle Minibrowser	[Alt] + [T]
Cycle through the Winamp Windows . .	[Ctrl] + [Tab]
Go to Skin Selection	[Alt] + [S]
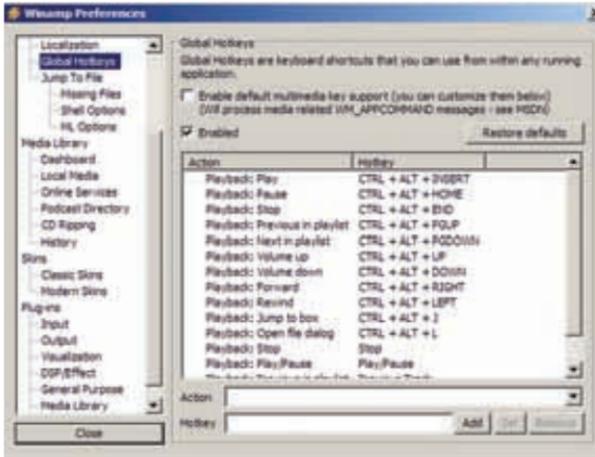
Make sure you enable Winamp's global shortcuts from the Preferences dialog ([Ctrl] + [P])

Go to Preferences . . . .[Ctrl] + [P]
Jump to Main Menu . . . .[Alt] + [F]
Jump to Time in Current Track . . . .[Ctrl] + [J]
Open Jump-to-File Box . . . .[J]
Open Jump-to-File Box . . . . [.] (keypad)
Open New Winamp Window . . . .[Ctrl] + [Alt] + [N]
Toggle Repeat . . . .[R]
Toggle Shuffle . . . .[S]
Current File info box . . . .[Alt] + [3]

7.3.2. Minibrowser Shortcuts

Function	Shortcut
Go Back	[Alt] + [Left Arrow]
Go Forward	[Alt] + [Right Arrow]
Open "Go" Menu	[Ctrl] + [L]
Open Internet Location Box	[Ctrl] + [O]
Reload Page	[Ctrl] + [R]
Update Link List	[Ctrl] + [Alt] + [R]

7.3.3. Playlist Shortcuts

Function	Shortcut
Add File	[L] / [O] (keypad)
Add Location	[Ctrl] + [L] / [Ctrl] + [O] (keypad)

Add Directory . . . .[Shift] + [L] / [Insert]
New (Clear) Playlist . . . .[Ctrl] + [N]
Open (Load) Playlist . . . .[Ctrl] + [O]
Save Playlist . . . .[Ctrl] + [S]
View or Edit Track Info for Selected Tracks [Alt] + [3]
Edit Selected Track Filename . . . .[Ctrl] + [E]
Select All . . . .[Ctrl] + [A]
Invert Selection . . . .[Ctrl] + [I]
Remove Selected Files from Playlist . . . . .[Delete]
Crop Playlist . . . .[Ctrl] + [Delete]
Clear Playlist (same as Control + O) . . . . .[Ctrl] + [Shift] + [Delete]
Move Selected Files Down . . . .[Alt] + [Down Arrow]
Move Selected Files Up . . . .[Alt] + [Up Arrow]
Move Cursor Down . . . .[Down Arrow]
Move Cursor Up . . . .[Up Arrow]
Play Selected File . . . .[Enter]
Jump to End of List . . . .[End]
Jump to Start of List . . . .[Home]
Move up by a fifth of a Page . . . .[Page Up]
Move down by a fifth of a Page . . . .[Page Down]
Remove Dead (non-existent) Files . . . .[Alt] + [Delete]
Sort Playlist by Title . . . .[Ctrl] + [Shift] + [1]
Sort Playlist by File Name . . . .[Ctrl] + [Shift] + [2]
Sort Playlist by File Path and Name . . . .[Ctrl] + [Shift] + [3]
Reverse Playlist . . . .[Ctrl] + [R]
Randomize Playlist . . . .[Ctrl] + [Shift] + [R]

7.3.4. Equaliser Shortcuts

Function	Shortcut
Increase EQ Levels	[1]-[0] (Keyboard)
Decrease EQ Levels	[Q]-[P] (Top row of keyboard)
Increase EQ Preamp	[`]
Decrease EQ Preamp	[Tab]
Toggle EQ	[N]
Open Presets Menu	[S]
Load Preset	[Ctrl] + [S]

Toggle EQ Auto-Loading . . . .[A]
Close (hide) Graphical Equalizer . . . .[Ctrl] + [F4]

7.3.5. Visualisation Shortcuts

Function	Shortcut
Open Visualization Tab of Preferences . .	[Ctrl] + [K]
Go to Built-in Visualization Options	[Ctrl] + [O]
Configure Current Visualization Plug-In	[Alt] + [K]
Start/Stop current Visualization Plug-In	[Ctrl] + [Shift] + [K]

7.3.6. Playback Shortcuts

Function	Shortcut
Play, Restart or Unpause	[X]
Stop	[V]
Stop with Fadeout	[Shift] + [V]
Pause and Unpause	[C]
Next Track	[B]
Next Track	[6] (keypad)
Previous Track	[4] (keypad)
Next Track	[Z]
Jump Ten songs back	[1] (keypad)
Jump Ten songs forward	[3] (keypad)
Rewind 5 Seconds	[Left Arrow]
Rewind 5 Seconds	[7] (keypad)
Fast-Forward 5 Seconds	[Right Arrow]
Fast-Forward 5 Seconds	[9] (keypad)
Open or Play File	[L]
Open or Play File	[0] (keypad)
Open or Play Location	[Ctrl] + [L]
Open or Play Location	[Ctrl] + [0]
Open or Play Directory	[Shift] + [L]
Open or Play Directory	[Insert]
Turn Volume Up	[Up Arrow]
Turn Volume Up	[8] (keypad)
Turn Volume Down	[Down Arrow]
Turn Volume Down	[2] (keypad)