

WINDOWS SHORTCUT KEYS

Westside Technology Users Group

February 15th, 2001

	Displays the taskbar and Start menu		Bold marked text		Jump to TOP OF DOCUMENT
	Starts Windows Explorer		Italicize marked text		Jump to BOTTOM OF DOCUMENT
	Switch between desktop and applications		Underline marked text		Move LEFT ONE WORD at a time
	Finds files or folders		Cut marked text		Move RIGHT ONE WORD at a time
	Minimizes all windows		Copy marked text		
	Undoes Minimize All Windows		Paste marked text		Mark all text between your cursor and the BEGINNING OF THE DOCUMENT
	Displays the Run dialog box				Mark all text between your cursor and the END OF THE DOCUMENT
	Displays the System Properties sheet		Undo last change		Mark ONE WORD to the RIGHT of your cursor
			Repeat last event		Mark ONE WORD to the LEFT of your cursor
	Cycles through the taskbar buttons (Enter activates the selected window)		Find text		Mark ENTIRE DOCUMENT
	Toggle between running applications		Find and Replace text		
	Move between workbooks within Excel				Mark all text between your cursor and the BEGINNING OF THE CURRENT LINE
			Create New document		Mark all text between your cursor and the END OF THE CURRENT LINE
+	Fast reload the operating system (skips the memory test and initial boot sequence)		Open a document		Mark one line of text UP from your cursor
			Save the document		Mark one line of text DOWN from your cursor
			Print the document		Mark all text between your cursor and the PREVIOUS SCREEN of text
					Mark all text between your cursor and the NEXT SCREEN of text
			Print Preview the document		
			Justify marked text or the paragraph if nothing is marked		
			Left Justify marked text or the paragraph if nothing is marked		
			Center marked text or the paragraph if nothing is marked		
			Right Justify marked text or the paragraph if nothing is marked		