

# The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

## 1,001 Windows 95 Shortcuts

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### Windows 95

#### General

Get specific help on selected item	<F1>
Quit a program	<Alt> <F4>
Close a window	<Ctrl> <F4>
View the Shortcut menu for selected item	<Shift> <F10>
Display Start menu	<Ctrl> <Esc>
Switch to last window used	<Alt> <Tab>
Cycle through open applications	<Alt> <Tab>, <Alt> <Tab>, <Alt> <Tab>...
Bypass CD or CD-ROM autoplay	<Shift> while inserting the disc
Select first item on menu bar	<F10>
Move through menu headings	<Lt Arrow> <Rt Arrow>
Open a menu	<Dn Arrow>
Move through menus	<Up Arrow> <Dn Arrow>
Move to menu where X is underlined	<Alt> X
Close current menu selection	<Esc>
Cancel current selection on menu bar	<Alt> or <F10>
Open application's Control menu	<Alt> <Spacebar>
Open document's Control menu	<Alt> <->
Close current document window	<Ctrl> <F4>
Switch to the next document window	<Ctrl> <F6>
Toggle maximized and windowed displays	<Rt-Click> <Rt-Click> on title bar
Copy a file	<Rt-Click> drag the file, <C>
Create a shortcut	<Ctrl> <Shift> drag the file
Create a shortcut	<Rt-Click> drag an item, <S>
Delete an item	Drag to Recycle Bin
Delete an item to Recycle Bin	<Del>
Undo delete	<Rt-Click> on desktop, <U>
Delete an item with no undelete	<Shift> <Del>
Delete an item with no undelete	<Shift> <Rt-Click>, <D>
Delete an item with no undelete	<Shift> drag item to Recycle Bin
Select first menu on menu bar	<Alt>
Add Toolbar to any Windows applet or folder	<Alt> <V>, <T>
Move forward through dialog box options	<Tab>
Move backward through dialog box options	<Shift> <Tab>
Move between tabs	<Ctrl> <Tab>
Move to an option with the letter X underlined	<Alt> X
Open a list box	<Alt> <Dn Arrow>
Go to the top of a list box	<Home>
Go to the bottom of a list box	<End>
Move to item in list box starting with X	X
Select or deselect items in a check box or list box	<Spacebar>
Select or deselect one item at a time in a list box	<Shift> <Up Arrow>
Select or deselect one item at a time in a list box	<Shift> <Dn Arrow>
Make noncontiguous selections from list box	<Ctrl> <Lt Arrow>, <Lt-Click>
Open Look In list (Open dialog)	<F4>
Open Save In list (Save as dialog)	<F4>
Open folder a level up from current folder	<Backspace>
Create a new folder	<Rt-Click>, <W>, <F>
Jump to a desktop item	Type initial characters
Rename an item	<F2>
Find a file or folder	<F3>
Cut selected item	<Ctrl> X
Copy selected item	<Ctrl> <C>
Paste copied or cut item	<Ctrl> <V>

View an item's Properties  
View an item's Properties  
Create a shortcut  
Close parent folders  
Correct displayed time

<Alt> <Enter>  
<Alt> <Rt-Click> <Rt-Click>  
<Rt-Click> drag the file, <S>  
<Shift> click on the Close button  
<Rt-Click> on <Alt><T>, <Up Arrow>, <Dn Arrow><A>, <Tab> to adjust, <Alt><A>  
<Rt-Click>, <E>  
<Rt-Click>, <I>, <A>  
<Rt-Click> on Taskbar, <M>  
<Rt-Click> on Taskbar, <C>  
<Rt-Click> on Taskbar, <H>  
<Rt-Click> on Taskbar, <V>  
<Rt-Click>, <U>  
<Rt-Click> on desktop, <R>  
<Rt-Click> on desktop, <R>, select option, <Alt> <A>  
<Rt-Click> on desktop, <R>, <Alt> <W>, select option, <Alt> <A>  
<Rt-Click> on desktop, <R>, <Alt> <T>, <Alt> <A>  
<Rt-Click> on desktop, <R>, <Alt> <C>, <Alt> <A>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <S>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <P>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <C>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <T>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <V>  
<Rt-Click> on desktop, <R>, <Ctrl> <Tab>, <Alt> <W>

Line up icons  
Turn on (or turn off) icons' autoarrange  
Minimize all windows  
Cascade all windows  
Tile all windows horizontally  
Tile all windows vertically  
Undo last Desktop command  
Change the Desktop's properties  
Change background pattern  
Change wallpaper  
Tile wallpaper  
Center wallpaper  
Change screen saver  
Password-protect screen saver  
Change password  
Change screen saver setup  
Preview screen saver  
Change screen saver wait time

### Taskbar

Hide Taskbar  
Restore hidden Taskbar  
Remove clock from Tray  
Cascade all windows  
Tile all windows horizontally  
Tile all windows vertically  
Undo last Desktop command  
Reduce size of icons in Start menu  
Clear contents of Documents menu  
Add item to Start menu

<Rt-Click>, <R>, <U>  
<Rt-Click>, <R>, <U>  
<Rt-Click>, <R>, <C>  
<Rt-Click> on Taskbar, <C>  
<Rt-Click> on Taskbar, <H>  
<Rt-Click> on Taskbar, <V>  
<Rt-Click>, <U>  
<Rt-Click> on Taskbar, <R>, <S>  
<Rt-Click> on Taskbar, <R>, <Ctrl> <Tab>, <C>  
<Rt-Click> on Taskbar, <R>, <Ctrl> <Tab>, <A>, <Alt> <B>

### Start Menu

Activate Start menu  
Activate Start menu from Desktop  
Activate Start menu from Desktop  
Add item to Start menu  
Remove items from Start menu  
Reduce size of icons in Start menu  
Clear contents of Documents menu  
Bring up Find utility

<Ctrl> <Esc>  
<Ctrl> <Esc>  
<Alt> <S>  
<Rt-Click> on Taskbar, <R>, <Ctrl> <Tab>, <A>, <Alt> <B>  
<Rt-Click> on Start button, <O>, <P>, <Enter>  
<Rt-Click> on Taskbar, <R>, <S>  
<Rt-Click> on Taskbar, <R>, <Ctrl> <Tab>, <C>  
<Rt-Click> on Start button, <F>

### Recycle Bin

Empty Recycle Bin  
Cancel delete confirmation dialog box  
Reinstate delete confirmation dialog box  
Cancel undelete option for every deletion

<Rt-Click>, <B>  
<Rt-Click>, <R>, <D>  
<Rt-Click>, <R>, <D>  
<Rt-Click>, <R>, <R>

### Explorer

Open Explorer  
Refresh a window  
Go to a named folder  
Jump to a folder  
Undo  
Select all  
Move one level up  
Close selected folder and its parents  
Rename an item  
Find a file or folder  
Cut selected item  
Copy selected item

<Rt-Click> on Start button, <E>  
<F5>  
<Ctrl> <G>, enter name  
Type its initial character(s)  
<Ctrl> <Z>  
<Ctrl> <A>  
<Backspace>  
<Shift> <Lt-Click> on Close button  
<F2>  
<F3>  
<Ctrl> <X>  
<Ctrl> <C>

Paste copied or cut item	<Ctrl> <V>
Delete an item to Recycle Bin	<Del>
Delete an item to Recycle Bin	<Rt-Click>, <D>
Delete an item with no undelete	<Shift> <Del> or <Shift> <Rt-Click>, <D>
View an item's Properties	<Alt> <Enter>
View an item's Properties	<Alt> <Rt-Click> <Rt-Click>
Copy a file	<Ctrl> drag the file
Create a shortcut	<Ctrl> <Shift> drag the file
Switch between left and right panes	<F6>
Expand current folder's subfolders	<+> on numeric keypad
Expand the selected folder	<+> on numeric keypad
Collapse the selected folder	<-> on numeric keypad
Expand current selection	<Rt-Click>
Select first subfolder (if expanded)	<Rt-Click>
Collapse current selection	<Lt-Click>
Select parent folder (if collapsed)	<Lt-Click>
Change icon size to small	<Alt> <V>, <M>
Change icon size to small	<Rt-Click>, <V>, <M>
Change icon size to large	<Alt> <V>, <G>
Change icon size to large	<Rt-Click>, <V>, <G>
Change icon view to a list	<Alt> <V>, <L>
Change icon view to a list	<Rt-Click>, <V>, <L>
Change icon view to a detailed list	<Alt> <V>, <D>
Change icon view to a detailed list	<Rt-Click>, <V>, <D>
Arrange icons in alphabetical order	<Alt> <V>, <I>, <N>
Arrange icons in alphabetical order	<Rt-Click>, <I>, <N>
Arrange icons by size	<Alt> <V>, <I>, <S>
Arrange icons by size	<Rt-Click>, <I>, <S>
Arrange icons by type	<Alt> <V>, <I>, <T>
Arrange icons by type	<Rt-Click>, <I>, <T>
Arrange icons by modification date	<Alt> <V>, <I>, <D>
Arrange icons by modification date	<Rt-Click>, <I>, <D>
Line up icons	<Alt> <V>, <I>, <E>
Line up icons	<Rt-Click>, <I>, <E>
Add Toolbar to any Windows applet or folder	<Alt> <V>, <T>
Activate the Toolbar's List box	<Tab>
Activate the Toolbar's List box	<F4>

## Managing Folders

Find a file or folder	<F3>
Cut selected item	<Ctrl> <X>
Copy selected item	<Ctrl> <C>
Paste copied or cut item	<Ctrl> <V>
Delete an item to Recycle Bin	<Del>
Delete an item to Recycle Bin	<Rt-Click>, <D>
Undo delete	<Rt-Click> on desktop, <U>
Delete an item with no undelete	<Shift> <Del>
View an item's Properties	<Alt> <Enter>
Copy a file	<Ctrl> drag the file
Create a shortcut	<Ctrl> <Shift> drag the file

## Fonts Folder

Install a new font	<Alt> <F>, <I>
Hide font variations (bold, italic, etc.)	<Alt> <V>, <H>
List fonts by similarity	<Alt> <V>, <S>

## Printers Folder

Pause print job on selected printer	<Alt> <F>, <A>
Pause print job on selected printer	<Rt-Click>, <A>
Purge print job on selected printer	<Alt> <F>, <U>
Purge print job on selected printer	<Rt-Click>, <U>
Set default printer	<Alt> <F>, <F>
Set default printer	<Rt-Click>, <F>

## Microsoft Office 95

## Excel 95: General

Copy selected text	<Ctrl> <C>
Paste selected text	<Ctrl> <V>
Cut selected text	<Ctrl> <X>
Delete selected text	<Del>
Delete selected text	<Ctrl> <->
Undo the last action	<Ctrl> <Z>
Insert blank cells	<Ctrl> <Shift> <+>
Activate cell and formula bar	<F2>
Carry out an action	<Enter>
Cancel an action	<Esc>
Repeat the last action	<F4>
Start a new line in the same cell	<Ctrl> <Enter>
Clear the formula bar	<Backspace>
Edit a cell note	<Shift> <F2>
Paste a name into a formula	<F3>
Display the Formula Wizard	<Ctrl> <A>
Insert argument names	<Ctrl> <Shift> <A>
Define a name	<Ctrl> <F3>
Create names from cell text	<Ctrl> <Shift> <F3>
Calculate all sheets in all open workbooks	<F9>
Calculate all sheets in all open workbooks	<Ctrl> <I>
Calculate the active sheet	<Shift> <F9>
Insert AutoSum formula	<Alt> <I>
Insert date	<Ctrl> <:>
Insert time	<Ctrl> <:;>
Fill down	<Ctrl> <D>
Fill right	<Ctrl> <R>
Move down through a selection	<Enter>
Move up through a selection	<Shift> <Enter>
Move right through a selection	<Tab>
Move left through a selection	<Shift> <Tab>
Display the style dialog box	<Alt> <_>
Apply general number format	<Ctrl> <Shift> <~>
Apply currency format	<Ctrl> <Shift> <\$>
Apply percentage format	<Ctrl> <Shift> <%>
Apply exponential number format	<Ctrl> <Shift> <^>
Apply date format with day:month:year	<Ctrl> <Shift> <#>
Apply time format with hour:minute	<Ctrl> <Shift> <@>
Apply two-decimal-place format	<Ctrl> <Shift> <!>
Apply outline border	<Ctrl> <Shift> <&>
Remove all borders	<Ctrl> <Shift> <_>
Apply or remove bold	<Ctrl> <B>
Apply or remove italic	<Ctrl> <I>
Apply or remove underline	<Ctrl> <U>
Apply or remove strikethrough	<Ctrl> <5>
Hide rows	<Ctrl> <9>
Unhide rows	<Ctrl> <Shift> <(>
Hide columns	<Ctrl> <0>
Unhide columns	<Ctrl> <Shift> <(>

## Excel 95: Function Keys

Get online help	<F1>
Insert a new worksheet	<F1> <Alt> <Shift>
Activate a cell	<F2>
Edit a cell note	<F2> <Shift>
Display the info window	<F2> <Ctrl>
Paste a name into a formula	<F3>
Display the Function Wizard	<F3> <Shift>
Define a name	<F3> <Ctrl>
Create names from cell text	<Ctrl> <Shift> <F3>
Repeat last action	<F4>
Repeat a Find or Go To action	<F4> <Shift>
Close an open window	<F4> <Ctrl>
Execute the Go To command	<F5>

Execute the Find command	<F5> <Shift>
Restore the window size	<F5> <Ctrl>
Go to the next pane	<F6>
Go to the previous pane	<F6> <Shift>
Go to the next workbook	<F6> <Ctrl>
Go to the previous workbook	<F6> <Ctrl> <Shift>
Perform a spelling check	<F7>
Perform the Move command	<F7> <Ctrl>
Extend a selection	<F8>
Shrink a selection	<F8> <Shift>
Perform the Size command	<F8> <Ctrl>
Calculate all sheets in all open workbooks	<F9>
Calculate the active spreadsheet	<F9> <Shift>
Minimize the workbook	<F9> <Ctrl>
Activate the menu bar	<F10>
Display a shortcut menu	<F10> <Shift>
Maximize the document window	<F10> <Ctrl>
Create a chart	<F11>
Save file under another name, Save As	<F12>
Save file	<F12> <Shift>
Open file	<F12> <Ctrl>
Print file	<F12> <Ctrl> <Shift>

### Excel 95: Navigation Keys

Go one page to the left	<Ctrl> <Lt. Arrow>
Go one page to the left	<Shift> <Tab>
Go one page to the right	<Ctrl> <Rt. Arrow>
Go one page to the right	<Tab>
Go to next sheet in workbook	<Ctrl> <Pg Up>
Go to previous sheet in workbook	<Ctrl> <Pg Dn>
Go to the cell in the upper-left corner	<Home>
Go to previous field in the current record	<Lt. Arrow>
Go to next field in the current record	<Rt. Arrow>
Go to the first record	<Home>
Go to the last record	<End>
Align data to the left	<L>
Align data to the right	<R>
Center data within a cell	<A>
Repeat characters across a cell	<I>

### Excel 95: Databases

Select a field	<Alt> character underlined in name
Go to same field in next record	<Dn Arrow>
Go to same field in previous record	<Up Arrow>
Go to next editable field	<Tab>
Go to previous editable field	<Shift> <Tab>
Go to first field in next record	<Enter>
Go to first field in previous record	<Shift> <Enter>
Go to same field ten records forward	<Pg Dn>
Go to same field ten records back	<Pg Up>
Go to a new record	<Ctrl> <Pg Dn>
Go to the first record	<Ctrl> <Pg Up>
Go to beginning of a field	<Home>
Go to end of a field	<End>
Go one character to the left in a field	<Lt Arrow>
Go one character to the right in a field	<Rt Arrow>
Extend the selection to the beginning of a field	<Shift> <Home>
Extend the selection to the end of a field	<Shift> <End>
Select a character to the left	<Shift> <Lt Arrow>
Select a character to the right	<Shift> <Rt Arrow>
Display the list for the selected column label	<Alt> <Dn Arrow>
Close the list for the selected column label	<Alt> <Up Arrow>
Select the previous item on the list	<Up Arrow>
Select the next item on the list	<Dn Arrow>
Select the first item on the list	<Home>
Select the last item on the list	<End>
Filter the list using the selected item	<Enter>

### Excel 95: Pivot Table Wizard

Detect the root of the next field button on the list	<Up Arrow>
Detect root of the previous field button on the list	<Dn Arrow>
Move selected field into the page area	<Alt> <P>
Move selected field into the row area	<Alt> <R>
Move selected field into the column area	<Alt> <C>
Move selected field into the data area	<Alt> <D>
Display the pivot table field dialog box	<Alt> <L>

### Excel 95 Pivot Tables

Display the page field list	<Alt> <Dn Arrow>
Close the page field list	<Alt> <Up Arrow>
Select the previous item on the list	<Up Arrow>
Select the next item on the list	<Dn Arrow>
Select the next visible item on the list	<Home>
Select the last visible item on the list	<End>
Display the selected item	<Enter>
Group selected pivot table items	<Alt> <Shift> <Rt. Arrow>
Ungroup selected pivot table items	<Alt> <Shift> <Lt. Arrow>

### Excel 95 Entering, Formatting Data

Complete a cell entry	<Enter>
Cancel a cell entry	<Esc>
Start a new line in the same cell	<Alt> <Enter>
Insert a tab character in a cell	<Ctrl> <Alt> <Tab>
Delete a character	<Backspace>
Delete a character	<Del>
Delete text to the end of the line	<Ctrl> <Del>
Move one character up	<Up Arrow>
Move one character down	<Dn Arrow>
Move one character right	<Rt. Arrow>
Move one character left	<Lt. Arrow>
Move to the beginning of the line	<Home>
Fill the selected cell range with the current entry	<Ctrl> <Enter>
Complete a cell entry and move down one cell	<Enter>
Complete a cell entry and move up one cell	<Shift> <Enter>
Start a formula	<=>
Calculate all sheets in all open workbooks	<Alt> <=>
Insert a line break	<Alt> <Enter>
Insert a blank cell	<Ctrl> <Shift> <+>
Copy value into active cell or formula bar	<Ctrl> <Shift> <=>
Toggle between cell values and cell formulas	<Ctrl> <=>
Copy formula into active cell or formula bar	<Ctrl> <V>
Enter a formula as an array formula	<Ctrl> <Shift> <Enter>
Display step two of the Function Wizard	<Ctrl> <A>
Insert function argument name	<Ctrl> <Shift> <A>
Activate the autocomplete list	<Alt> <Dn Arrow>
Execute the style command	<Alt> <=>
Execute the format cells command	<Ctrl> <1>
Extend selection by one cell right	<Shift> <Rt. Arrow>
Extend selection by one cell left	<Shift> <Lt. Arrow>
Extend selection by one cell up	<Shift> <Up Arrow>
Extend selection by one cell down	<Shift> <Dn Arrow>
Extend selection to end of current data region	<Ctrl> <Shift> <Rt. Arrow>
Extend selection to beginning of a row	<Shift> <Home>
Extend selection to beginning of worksheet	<Ctrl> <Shift> <Home>
Extend selection to last cell in worksheet	<Ctrl> <Shift> <End>
Select an entire column	<Ctrl> <Spacebar>
Select an entire row	<Shift> <Spacebar>
Select an entire worksheet	<Ctrl> <A>
Collapse selection to the active cell	<Shift> <Backspace>
Extend selection down one screen	<Shift> <Pg Dn>
Extend selection up one screen	<Shift> <Pg Up>
Select the current region	<Ctrl> <Shift> <*>
Select all objects on a sheet	<Ctrl> <Shift> <Spacebar>

Hide or display objects or object placeholders	<Ctrl> <6>
Show or hide the standard toolbar	<Ctrl> <7>
Turn end mode on or off	<End>

### Word 95: General

Get online help	<F1>
Reveal formatting	<F1> <Shift>
Go to next field	<F1> <Alt>
Go to previous field	<F1> <Alt> <Shift>
Move text or graphics	<F2>
Copy text	<F2> <Shift>
Print preview	<F2> <Ctrl>
Save file	<F2> <Alt> <Shift>
Insert autotext entry	<F3>
Toggle capitalization of letters	<F3> <Shift>
Cut to the spike	<F3> <Ctrl>
Insert contents of the spike	<F3> <Ctrl> <Shift>
Repeat the last action	<F4>
Repeat a Find or Go To action	<F4> <Shift>
Close the window	<F4> <Ctrl>
Exit Word 95	<F4> <Alt>
Execute Go To command	<F5>
Move to a previous revision	<F5> <Shift>
Restore window size	<F5> <Ctrl>
Edit a bookmark	<F5> <Ctrl> <Shift>
Go to next pane	<F6>
Go to previous pane	<F6> <Shift>
Go to next window	<F6> <Ctrl>
Go to previous window	<F6> <Ctrl> <Shift>
Perform spelling check	<F7>
Open thesaurus	<F7> <Shift>
Execute move command	<F7> <Ctrl>
Update linked information in source document	<F7> <Ctrl> <Shift>
Find next misspelled word	<F7> <Alt>
Extend selection	<F8>
Shrink selection	<F8> <Shift>
Execute size command	<F8> <Ctrl>
Extend selection or block	<F8> <Ctrl> <Shift>
Update selected fields	<F9>
Insert an empty field	<F9> <Ctrl>
Toggle between field code and its result	<F9> <Shift>
Toggle through all field codes and all results	<F9> <Alt>
Unlink a field	<F9> <Ctrl> <Shift>
Run GOTOBUTTON or MACROBUTTON	<F9> <Alt> <Shift>
Activate the menu bar	<F10>
Display a shortcut menu	<F10> <Shift>
Maximize the document window	<F10> <Ctrl>
Activate the ruler	<F10> <Ctrl> <Shift>
Maximize the application window	<F10> <Alt>
Go to the next field	<F11>
Go to the previous field	<F11> <Shift>
Lock a field	<F11> <Ctrl>
Unlock a field	<F11> <Ctrl> <Shift>
Save As	<F12>
Save a file	<F12> <Shift>
Open a file	<F12> <Ctrl>
Print a file	<F12> <Ctrl> <Shift>

### Word 95: Outline Mode

Promote a paragraph	<Alt> <Shift> <Lt Arrow>
Demote a paragraph	<Alt> <Shift> <Rt Arrow>
Demote to body text	<Ctrl> <Shift> <N>
Move selected paragraphs up	<Alt> <Shift> <Up Arrow>
Move selected paragraphs down	<Alt> <Shift> <Dn Arrow>
Expand text under a heading	<Alt> <Shift> <+>
Collapse text under a heading	<Alt> <Shift> <->
Show all text or headings	<Alt> <Shift> <A>

Display all text	<*> on numeric keypad
Hide or display character formatting	</> on numeric 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> <b>N</b>

### Word 95: Field Settings

Date field	<Alt> <Shift> <D>
Page field	<Alt> <Shift> <P>
Time Field	<Alt> <Shift> <T>

### Word 95: Mail Merge

Preview a mail merge	<Alt> <Shift> <K>
Merge a document	<Alt> <Shift> <N>
Print the merged document	<Alt> <Shift> <M>
Edit a mail-merge data document	<Alt> <Shift> <E>
Insert a merge field	<Alt> <Shift> <F>

### Word 95: Editing and Moving Text

Copy text or graphics	<Ctrl> <C>
Copy formats	<Ctrl> <Shift> <C>
Paste text or graphics	<Ctrl> <V>
Paste formats	<Ctrl> <Shift> <V>
Delete character on the left	<Backspace>
Delete word on the left	<Ctrl> <Backspace>
Delete character on the right	<Del>
Delete word on the right	<Ctrl> <Del>
Cut selected text to clipboard	<Ctrl> <X>
Undo the last action	<Ctrl> <Z>
Insert autotext entry	Type autotext entry name and <Alt> <Ctrl> <V>
Insert line break	<Shift> <Enter>
Insert page break	<Ctrl> <Enter>
Insert column break	<Ctrl> <Shift> <Enter>
Insert optional hyphen	<Ctrl> <->
Insert nonbreaking space	<Ctrl> <Shift> <Spacebar>
Insert copyright symbol	<Alt> <Ctrl> <C>
Insert registered trademark symbol	<Alt> <Ctrl> <R>
Insert trademark symbol	<Alt> <Ctrl> <T>
Insert ellipsis	<Alt> <Ctrl> <.>
Insert single quotation mark	<Ctrl> <'> <Ctrl> <'>
Insert double opening quotation mark	<Ctrl> <"> <Ctrl> <">
Insert en dash	<Ctrl> <-> on numeric keypad
Insert em dash	<Alt> <Ctrl> <-> on numeric keypad
Insert a field	<Ctrl> <F9>
Mark a table of contents entry	<Alt> <Shift> <0>
Extend selection one character to the right	<Shift> <Rt Arrow>
Extend selection one character to the left	<Shift> <Lt Arrow>
Extend selection to the end of a word	<Ctrl> <Shift> <Rt Arrow>
Extend selection to the beginning of a word	<Ctrl> <Shift> <Lt Arrow>
Extend selection to the end of a line	<Shift> <end>
Extend selection to the beginning of a line	<Shift> <Home>
Extend selection one line down	<Shift> <Dn Arrow>
Extend selection one line up	<Shift> <Up Arrow>
Extend selection to the end of a paragraph	<Ctrl> <Shift> <Dn Arrow>
Extend selection to the beginning of a paragraph	<Ctrl> <Shift> <Up Arrow>
Extend selection one screen down	<Pg Dn>
Extend selection one screen up	<Page Up>
Extend selection to the end of a document	<Ctrl> <Shift> <End>
Extend selection to beginning of document	<Ctrl> <Shift> <Home>
Extend selection to include the entire document	<Ctrl> <A>
Extend selection to a vertical block of text	<Ctrl> <Shift> <F8>
Extend selection to a specific location	<F8> <Arrow Keys>
Select a column	<Alt> Rt-Click on column
Select an entire table	<Ctrl> <5> on numeric keypad
Cut to the spike	<Ctrl> <F3>
Go one character to the left	<Lt Arrow>



Go one character to the right	<Rt Arrow>
Go one word to the left	<Ctrl> <Lt Arrow>
Go one word to the right	<Ctrl> <Rt Arrow>
Go one paragraph up	<Ctrl> <Up Arrow>
Go one paragraph down	<Ctrl> <Dn Arrow>
Go to the previous frame or object	<Alt> <Up Arrow>
Go to the next frame or object	<Alt> <Dn Arrow>
Go one column to the left (table)	<Shift> <Tab>
Go one column to the right (table)	<Shift> <Tab>
Go to the next misspelling	<Shift> <Backspace>
Go up one line	<Up Arrow>
Go down one line	<Dn Arrow>
Go to the end of a line	<End>
Go to the beginning of a line	<Home>
Go up one page	<Alt> <Ctrl> <Up Arrow>
Go down one page	<Alt> <Ctrl> <Dn Arrow>
Go up one screen	<Shift> <Page Up>
Go down one screen	<Shift> <Page Dn>
Go to the bottom of the screen	<Ctrl> <Dn Arrow>
Go to the top of the screen	<Ctrl> <Up Arrow>
Go to the end of a document	<Ctrl> <End>
Go to the beginning of a document	<Ctrl> <Home>

### Word 95: Formatting Text

Change font	<Ctrl> <Shift> <F>
Change font size	<Ctrl> <Shift> <F>
Increase font size	<Ctrl> <Shift> << >
Decrease font size	<Ctrl> <Shift> <> >
Increase font size by one point	<Ctrl> <]>
Decrease font size by one point	<Ctrl> <[>
Format letters as all capitals	<Ctrl> <Shift> <A>
Apply bold	<Ctrl> <B>
Apply or remove underline	<Ctrl> <U>
Underline single words	<Ctrl> <Shift> <W>
Double-underline text	<Ctrl> <Shift> <D>
Hide text	<Ctrl> <Shift> <H>
Unhide text	<Ctrl> <Shift> <H>
Apply italic	<Ctrl> <I>
Format letters as small capitals	<Ctrl> <Shift> <K>
Apply subscript	<Ctrl> <I>
Apply superscript	<Ctrl> <Shift> <I>
Remove formatting	<Ctrl> <Shift> <Z>
Change the selection to symbol font	<Ctrl> <Shift> <Q>
Display nonprinting characters	<Ctrl> <Shift> <*>
Format for single-space lines	<Ctrl> <1>
Format for double-space lines	<Ctrl> <2>
Format for 1.5-line spacing	<Ctrl> <5>
Add one line of space preceding text	<Ctrl> <0>
Remove the space preceding text	<Ctrl> <0>
Center a paragraph	<Ctrl> <C>
Justify a paragraph	<Ctrl> <J>
Left-align a paragraph	<Ctrl> <L>
Right-align a paragraph	<Ctrl> <R>
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>
Apply a style (formatting toolbar displayed)	<ctrl> <Shift> <R>
Execute format command	<Ctrl> <Shift> <S>
Start autofont	<Ctrl> <K>
Apply normal style	<Ctrl> <Shift> <N>
Apply list style	<Ctrl> <Shift> <L>
Create symbol font	<Ctrl> <Shift> <Q>
Apply the Heading 1 style	<Alt> <Ctrl> <1>
Apply the Heading 2 style	<Alt> <Ctrl> <2>
Apply the Heading 3 style	<Alt> <Ctrl> <3>

## PowerPoint 95: General

Delete character on the left	<Backspace>
Delete word on the left	<Ctrl Backspace>
Delete character on the right	<Del>
Delete word on the right	<Ctrl> <Del>
Cut	<Ctrl> <X>
Cut	<Shift> <Del>
Copy	<Ctrl> <C>
Copy	<Ctrl> <Ins>
Paste	<Ctrl> <V>
Paste	<Shift> <Ins>
Undo	<Ctrl> <Z>
Go one character to the left	<Lt Arrow>
Go one character to the right	<Rt Arrow>
Go one line up	<Up Arrow>
Go one line down	<Dn Arrow>
Go one word to the left	<Ctrl> <Lt Arrow>
Go one word to the right	<Ctrl> <Rt Arrow>
Go to end of line	<End>
Go to beginning of line	<Home>
Go up one paragraph	<Ctrl> <Up Arrow>
Go down one paragraph	<Ctrl> <Dn Arrow>
Go to end of page	<Ctrl> <End>
Go to start of page	<Ctrl> <Home>
Go to previous object	<Shift> <Tab>
Go to next object	<Tab>
Repeat find command	<Shift> <F4>
Promote a paragraph	<Alt> <Shift> <Lt Arrow>
Demote a paragraph	<Alt> <Shift> <Rt Arrow>
Move selected paragraphs up	<Alt> <Shift> <Up Arrow>
Move selected paragraphs down	<Alt> <Shift> <Dn Arrow>
Show heading, level 1	<Alt> <Shift> <1>
Expand text under a heading	<Alt> <Shift>
Collapse text under a heading	<Alt> <Shift> <->
Show all text and headings	<Alt> <shift> <A>
Turn character formatting on or off	< / > on numeric keypad
Extend selection one character to the right	<Shift> <Rt Arrow>
Extend selection one character to the left	<Shift> <Lt Arrow>
Extend selection to end of word	<Ctrl> <Shift> <Rt Arrow>
Extend selection to beginning of word	<Ctrl> <Shift> <Lt Arrow>
Extend selection one line up	<Shift> <Up Arrow>
Extend selection one line down	<Shift> <Dn Arrow>
Select all objects (slide view)	<Ctrl> <A>
Select all slides (slide sorter view)	<Ctrl> <A>
Select all text (outline view)	<Ctrl> <A>
Go to previous presentation	<Ctrl> <Shift> <F6>
Go to next presentation	<Ctrl> <F6>
Maximize PowerPoint application	<Alt> <F10>
Maximize presentation window	<Ctrl> <F10>
Restore presentation window to previous size	<Ctrl> <F5>
Open new presentation	<Ctrl> <N>
Open existing presentation	<Ctrl> <O>
Close existing presentation	<Ctrl> <W>
Close existing presentation	<Ctrl> <F4>
Save existing presentation	<Ctrl> <S>
Save existing presentation	<Shift> <F12>
Rename existing presentation	<F12>
Print existing presentation	<Ctrl> <P>
Print existing presentation	<Ctrl> <Shift> <F12>
Exit/Quit PowerPoint	<Ctrl> <Q>
Exit/Quit PowerPoint	<Alt> <F4>
Repeat/Redo	<ctrl> <Y>
Clear	<Del>
Select all	<Ctrl> <A>
Find	<Ctrl> <F>
Replace	<Ctrl> <H>

Duplicate	<Ctrl> <D>
Update links	<Ctrl> <Shift><F7>
Show guides (toggle)	<Ctrl> <G>
Switch to master view	<Shift> <Rt-Click> on view button
Create new slide	<Ctrl> <M>
Create new slide without New Slide dialog box	<Ctrl> <Shift> <M>
Insert date	<Alt> <Shit> <D>
Insert page number	<Alt> <shift> <P>
Insert time	<Alt> <Shift> <T>
Format character	<Ctrl> <T>
Center paragraph	<Ctrl> <E>
Justify paragraph	<Ctrl> <J>
Left-align paragraph	<Ctrl> <L>
Right-align paragraph	<Ctrl> <R>
Restore picture to proportional size	<Shift> <Dbl Rt-Click> on resize handle
Move from title to text	<Ctrl> <Enter>
Show title in slide sorter view	<Alt> <Rt-Click>
Group	<Ctrl> <Shift> <G>
Ungroup	<Ctrl> <Shift> <H>
Regroup	<Ctrl> <Shift> <J>
Display help contents screen	<F1>
Display context-sensitive help	<Shift> <F1>
Go to slide N	<N> <Enter>
Black or restore screen	<B>
White or restore screen	<W>
Show pointer	<A>
Hide pointer	<A>
Stop or restart automatic show	<S>
End show	<Esc>
Erase screen annotations	<E>
Advance to hidden slide	<H>
Advance to next slide	<N>
Return to previous slide	<Backspace>
Return to previous slide	<P>

## Lotus SmartSuite

### Word Pro: General

Go to next line	<Dn Arrow>
Go to next page	<Ctrl> <Pg Dn>
Go to next screen	<Pg Dn>
Go one character to the left	<Lt Arrow>
Go one word to the left	<Ctrl> <Lt Arrow>
Go one character to the right	<Rt Arrow>
Go one word to the right	<Ctrl> <Rt Arrow>
Go to the beginning of the line	<Home>
Go to the beginning of the document	<Ctrl> <Home>
Go to the beginning of the next sentence	<Ctrl> <.>
Go to the beginning of the paragraph	<Ctrl> <Up Arrow>
Go to the beginning of the previous sentence	<Ctrl> <,>
Go to the end of the line	<End>
Go to the end of the document	<Ctrl> <End>
Go to the end of the paragraph	<Ctrl> <Dn Arrow>
Go to previous line	<Up Arrow>
Go to previous page	<Ctrl> <Pg Up>
Go to previous screen	<Pg Up>
Select a character	<Shift> <Rt Arrow>
Select a word	<Ctrl> <Shift> <Rt Arrow>
Extend selection to the end of a paragraph	<Ctrl> <Shift> <Dn Arrow>
Extend selection to the beginning of a paragraph	<Ctrl> <Shift> <Up Arrow>
Extend selection to the end of the document	<Shift> <Ctrl> <End>
Extend selection to the top of the document	<Shift> <Ctrl> <Home>
Extend selection to the end of the line	<Shift> <End>
Extend selection to the beginning of the line	<Shift> <Home>
Find & Replace	<Ctrl> <F>
Full page or previous layout view	<Ctrl> <D>
Go to	<Ctrl> <G>

Go to next item <Ctrl> <H>  
 Insert glossary record <Ctrl> <K>

### Word Pro: Formatting

Access Styles box <Ctrl> <Y>  
 Apply bold <Ctrl> <B>  
 Apply italic <Ctrl> <I>  
 Center <Ctrl> <E>  
 Underline <Ctrl> <U>  
 Underline single words <Ctrl> <W>  
 Normal text <Ctrl> <N>  
 Format letters as all capitals <Alt> <T> <C> <U>  
 Format letters as all lowercase <Alt> <T> <C> <L>  
 Format letters with initial caps <Alt> <T> <C> <I>  
 Format letters with small caps <Alt> <T> <C> <S>  
 Justify text <Ctrl> <J>  
 Left-align text <Ctrl> <L>  
 Right-align text <Ctrl> <R>  
 Copy to clipboard <Ctrl> <Ins>  
 Copy to clipboard <Ctrl> <C>  
 Cut <Shift> <Del>  
 Cut <Ctrl> <X>  
 Paste <Shift> <Ins>  
 Paste <Ctrl> <V>  
 Delete next word <Ctrl> <Del>  
 Delete previous word <Ctrl> <Backspace>  
 Draft or layout view <Ctrl> <M>  
 Exchange paragraph with one above <Alt> <Up Arrow>  
 Exchange paragraph with one below <Alt> <Dn Arrow>  
 Fast Format <Ctrl> <T>  
 Modify paragraph style <Ctrl> <A>  
 Open document <Ctrl> <O>  
 Print document <Ctrl> <P>  
 Save <Ctrl> <S>  
 Show SmartIcons <Ctrl> <Q>  
 Hide SmartIcons <Ctrl> <Q>  
 Undo previous action <Ctrl> <Z>  
 Undo previous action <Alt> <Backspace>

### Lotus 1-2-3: General

Undo previous action <Alt> <Backspace>  
 Undo previous action <Ctrl> <Z>  
 Activate Insert dialog box <Ctrl> <+> on numeric keypad  
 Activate Insert dialog box <Ctrl> <Ins>  
 Activate Delete dialog box <Ctrl> <-> on numeric keypad  
 Open <Ctrl> <O>  
 Print <Ctrl> <P>  
 Save <Ctrl> <S>  
 Paste from clipboard <Ctrl> <V>  
 Cut to clipboard <Ctrl> <X>  
 Copy to clipboard <Ctrl> <C>  
 Clear cell contents <Del>  
 Edit cell contents <F2>  
 Get a name list of files, ranges, charts, etc. <F3>  
 Toggle ref. from absolute to mixed to relative <F4>  
 Go to specif. range, worksheet, chart, file, or object <F5>  
 Move cellpointer between panes <F6>  
 Update query <F7>  
 Repeat the last Range Analyze What-if <F8>  
 Recalculate <F9>  
 Activate menus <F10>  
 Compose special characters <Alt> <F1>  
 Turn on Step mode for macro debugging <Alt> <F2>  
 Display a list of macros in current file <Alt> <F3>  
 Enlarge current pane to full size <Alt> <F6>  
 Restore current pane to original size <Alt> <F6>  
 Go to cell A:A1 (or top-left cell w/ "frozen" titles) <Ctrl> <Home>

Go to the previous worksheet	<Ctrl> <Dn Arrow>
Go to the next worksheet	<Ctrl> <Up Arrow>
Go to the bottom-right corner of active area	<End> <Ctrl> <Home>
Go to the next worksheet, same address	<End> <Ctrl> <Dn Arrow>
Go to the previous worksheet, same address	<End> <Ctrl> <Up Arrow>

### Lotus Organizer: General

Retrieve last deleted item from Recycle Bin	<Alt> <Backspace>
Retrieve last deleted item from Recycle Bin	<Ctrl> <Z>
Fold in a left or right page	<Alt> <Dn Arrow>
Unfold a left page	<Alt> <Lt Arrow>
Unfold a right page	<Alt> <Rt Arrow>
Select the Anchor tool	<Ctrl> <A>
Select the Hand tool	<Ctrl> <H>
Select the Magnet tool	<Ctrl> <M>
Go back to the previous page	<Ctrl> <B>
Go to the back of the notebook	<Ctrl> <End>
Go to the front of the notebook	<Ctrl> <Home>
Go to the next section	<Ctrl> <Pg Dn>
Go to the previous section	<Ctrl> <Pg Up>
Go to the last page in the current section	<End>
Go to the first page	<Home>
Go to the previous page	<Up Arrow>

### Lotus Organizer: Pop-up Calendar

Go to today's date	<Home>
Go to the next year	<Ctrl> <Dn Arrow>
Go to the previous year	<Ctrl> <Up Arrow>
Go to the previous month	<Up Arrow>
Go to the next month	<Dn Arrow>

### Lotus Approach: General

Browse	<Ctrl> <B>
Delete record	<Ctrl> <Del>
Design	<Ctrl> <D>
Fast format	<Ctrl> <M>
Find	<Ctrl> <F>
First record	<Ctrl> <Home>
Go to record	<Ctrl> <W>
Group	<Ctrl> <G>
Hide record	<Ctrl> <H>
Insert current time	<Ctrl> <Shift> <T>
Insert previous value	<Ctrl> <Shift> <P>
Insert today's date	<Ctrl> <Shift> <D>
Last record	<Ctrl> <End>
New record	<Ctrl> <N>
Next record	<Dn Arrow>
Next view	<Ctrl> <Up Arrow>
Open	<Ctrl> <O>
Preview	<Ctrl> <Shift> <B>
Previous record	<Up Arrow>
Previous view	<Ctrl> <Dn Arrow>
Print	<Ctrl> <P>
Refresh	<Ctrl> <R>
Show all	<Ctrl> <A>
Show drawing tools	<Ctrl> <L>
Show ruler	<Ctrl> <J>
Snap to grid	<Ctrl> <Y>
Sort	<Ctrl> <T>
Spelling check	<Ctrl> <K>
Style & Properties (InfoBox)	<Ctrl> <E>
Undo	<Ctrl> <Z>
Ungroup	<Ctrl> <U>

### Microsoft Network

## Sign-in Screen

Change user name	<Alt> <M>
Enter password	<Alt> <P>
Save password for reuse	<Alt> <R>
Connect	<Alt> <C>
Change connection settings	<Alt> <S>

## Microsoft Network Central

Go to MSN Today	<Alt> <O>
Place a shortcut to MSN Today on desktop	<Ctrl> <S>
Close MSN Today window	<Alt> <F4>
Retrieve or send e-mail	<Alt> <M>
Visit Favorite Places	<Alt> <A>
Go to Member Assistance	<Alt> <S>
Go to Categories	<Alt> <C>
Log out of MSN	<Alt> <F> <T>
Go to a service	<Alt> <E> <G> <O>
Hide MSN Today at startup	<Alt> <V> <O> <Alt> <S>
Change idle time before disconnection	<Alt> <V> <O>
Add or remove Toolbar	<Alt> <V> <T>
Find information or service on MSN	<Alt> <F> <M>
Change password	<Alt> <T> <P>
Change billing address	<Alt> <T> <B> <P> <N>
Change payment method	<Alt> <T> <B> <P> <Y>
Check summary of charges	<Alt> <T> <B> <C>
Check subscription status	<Alt> <T> <B> <S>
Change connection settings	<Alt> <T> <C>

## Category Folders

Discover a forum's Go word	<Rt-Click> <R> <G>
Discover a forum's Rating	<Rt-Click> <R>
Discover a forum's description	<Rt-Click> <R> <D>
Create an Explorer view on MSN	<Rt-Click>
Log out	<Alt> <F> <T>
Leave a forum	<Ctrl> <F4>
Jump to an icon in a folder	Press its initial character(s)
Change icon size to small	<Alt> <V> <M>
Change icon size to small	<Rt-Click> <V> <M>
Change icon size to large	<Alt> <V> <G>
Change icon size to large	<Rt-Click> <V> <G>
Change icons view to a list	<Alt> <V> <L>
Change icons view to a list	<Rt-Click> <V> <L>
Change icons view to a detailed list	<Alt> <V> <D>
Change icons view to a detailed list	<Rt-Click> <V> <D>
Arrange icons in alphabetical order	<Alt> <V> <I> <N>
Arrange icons in alphabetical order	<Rt-Click> <I> <N>
Arrange icons by size	<Alt> <V> <I> <S>
Arrange icons by size	<Rt-Click> <V> <I> <S>
Arrange icons by type	<Alt> <V> <I> <T>
Arrange icons by type	<Rt-Click> <V> <I> <T>
Arrange icons by modification date	<Alt> <V> <I> <D>
Arrange icons by modification date	<Rt-Click> <V> <I> <D>
Line up icons	<Alt> <V> <I> <E>
Line up icons	<Rt-Click> <V> <I> <E>
Add Toolbar to any Windows applet or folder	<Alt> <V> <T>
Activate the Toolbar's List box	<Tab>
Activate the Toolbar's List box	<F4>

## MSN Icon Minimized

Log out of MSN	<Rt-Click> <O>
Go to a service	<Rt-Click> <G>
Go to Favorite Places	<Rt-Click> <P>
Go to MSN Central	<Rt-Click> <M>
Find information or service on MSN	<Rt-Click> <F>
Send mail	<Rt-Click> <S>

## BBS and Chat Windows

Save a message to your system	<Ctrl> <S>
Get a message's reader tally	<Alt> <Enter>
Download an attachment to your system	<Ctrl> <S> <Alt> <A>
Check on status of background download	<Alt> <T> <F>
Paste contents of Clipboard to a message	<Ctrl> <V>
Select contents of a message	<Ctrl> <5> on numeric keypad
Print a message	<Ctrl> <P>
Compose a message	<Ctrl> <N>
Compose a reply	<Ctrl> <A>
Compose a reply to send via e-mail	<Ctrl> <R>
Forward a message via e-mail	<Ctrl> <F>
Go to next message	<F5>
Go to previous message	<Shift> <F5>
Go to next unread message	<F6>
Go to next conversation	<F7>
Go to previous conversation	<Shift> <F7>
Go to next unread conversation	<Shift> <F8>
Get the member profile of a message's sender	<Alt> <T> <P>
Save chat to disk	<Alt> <F> <S>
Save chat room to Favorite Places	<Alt> <F> <F>
Save chat room as a desktop shortcut	<Alt> <F> <C>
Turn off notification of members joining	<Alt> <T> <O> <J>
Turn off notification of members leaving	<Alt> <T> <O> <L>
Save chat history to disk by default	<Alt> <T> <O> <S>
Insert or remove blank line between messages	<Alt> <T> <O> <B>
Turn toolbar off or on	<Alt> <V> <T>
Move through tools to the Participants Panel	<Tab>

## Microsoft Publisher 95

### General

Open the Publisher Control menu	<Alt> <Spacebar>
Switch to Taskbar button of another application	<Alt> <Esc>
Switch to another application	<Alt> <Tab>
Switch to the Windows 95 Start menu	<Ctrl> <Esc>
Delete a selected frame	<Ctrl> <Del>
Delete a selected object	<Del>
Delete character on the right	<Del>
Delete character on the left	<Backspace>
Copy selected text or objects	<Ctrl> <C>
Copy selected text or objects	<Ctrl> <Ins>
Copy text format	<Ctrl> <Shift> <C>
Move selected text or objects	<Ctrl> <X>
Move selected text or objects	<Shift> <Del>
Paste text or objects	<Ctrl> <V>
Paste text or objects	<Shift> <Ins>
Paste text formats	<Ctrl> <Shift> <V>
Begin a new paragraph	<Enter>
Begin new line without starting a new paragraph	<Shift> <Enter>
Begin a new column of text	<Ctrl> <Enter>
Add a nonbreaking space	<Ctrl> <Shift> <Spacebar>
Add an optional hyphen	<Ctrl> <->
Automatically add or remove hyphens	<Ctrl> <H>
Insert frame break	<Ctrl> <Shift> <Enter>
Center a paragraph	<Ctrl> <E>
Justify a paragraph	<Ctrl> <J>
Align a paragraph at left margin	<Ctrl> <L>
Align a paragraph at right margin	<Ctrl> <R>
Format for single-space lines	<Ctrl> <1>

Format for double-space lines	<Ctrl> <2>
Format for 1.5-line spacing	<Ctrl> <5>
Remove a space between paragraphs	<Ctrl> <0>
Return a paragraph to the standard format	<Ctrl> <Q>
Check spelling	<F7>
Undo last action	<Alt> <Backspace>
Add a new page after the current page	<Ctrl> <Shift> <N>
Toggle between current-page & actual-size view	<F9>
Move between background & foreground page	<Ctrl> <M>
Go to page X	<F5> X
Go to next page	<Shift> <F5>
Go to previous page	<Ctrl> <F5>
Move up within a page	<Pg Up>
Move down within a page	<Pg Dn>
Scroll to the left	<Ctrl> <Home>
Scroll to the right	<Ctrl> <End>
Hide or show special characters	<Ctrl> <Y>
Toggle Snap-To guides on or off	<Ctrl> <W>
Show or hide boundaries and guidelines	<Ctrl> <O>

### File Management

Create a new document	<Ctrl> <N>
Print part or all of a document	<Ctrl> <P>
Save changes to a document	<Ctrl> <S>
Close Publisher or a dialog box	<Alt> <F4>

### Editing

Undo previous action	<Ctrl> <Z>
Repeat previous action	<F4>
Repeat previous find or replace	<Shift> <F4>
Find or find next	<F3>
Resize an object proportionally	<Ctrl> <Shift> while dragging handle
Copy text by dragging	<Ctrl> <Lt-Click> while dragging text

### Fonts

Change the font	<Ctrl> <Shift> <F>
Change the font size	<Ctrl> <Shift> <P>
Increase the font size by one point	<Ctrl> <]>
Decrease the font size by one point	<Ctrl> <[>

## Microsoft Works 95

### General

Activate menu bar	<Alt>
Activate menu bar	<F10>
Activate a context-sensitive shortcut menu	<Shift> <F10>
Copy selection to clipboard	<Ctrl> <C>
Cut selection to clipboard	<Ctrl> <X>
Paste from clipboard	<Ctrl> <V>
Activate spreadsheet formula bar	<F2>
Save	<Ctrl> <S>
Print	<Ctrl> <P>
Print preview	<Alt> <F> <V>
Go down one screen	<Pg Dn>
Go up one screen	<Pg Up>
Go to beginning of line	<Home>
Go to end of line	<End>
Go to beginning of document	<Ctrl> <Home>
Go to end of document	<Ctrl> <End>
Go to specific bookmark, range, or field	<Ctrl> <G>
Go to the next word	<Ctrl> <Rt Arrow>
Go to previous word	<Ctrl> <Lt Arrow>
Select one word	<Ctrl> <Shift> <Rt Arrow>



Select to end of line	<Shift> <End>
Select to beginning of line	<Shift> <Home>
Select characters to the left or right	<Shift> <Rt Arrow> or <Shift> <Lt Arrow>

### Formatting

Apply bold	<Ctrl> <B>
Apply italic	<Ctrl> <I>
Apply underline	<Ctrl> <U>
Center	<Ctrl> <E>
Left-align text	<Ctrl> <L>
Right-align text	<Ctrl> <Shift> <R>
Open Font box	<Ctrl> <Shift> <F>
Open Font size dialog box	<Ctrl> <Shift> <P>
Remove font style	<Ctrl> <Spacebar>
Justify a paragraph in word processor	<Ctrl> <J>
Set hanging indent in word processor	<Ctrl> <Shift> <H>
Remove hanging indent in word processor	<Ctrl> <Shift> <T>
Set nested indent in word processor	<Ctrl> <M>
Remove nested indent in word processor	<Ctrl> <Shift> <M>
Insert/Remove a line before paragraph	<Ctrl> <O>
Apply comma format in spreadsheet	<Ctrl> <,>
Apply currency format in spreadsheet	<Ctrl> <,\$>
Apply percent format in spreadsheet	<Ctrl> <,%>
Insert Autosum in spreadsheet	<Ctrl> <M>
Repeat last format	<Ctrl> <Y>
Repeat last search	<Shift> <F4>
Undo last change	<Ctrl> <Z>

## Norton Navigator for Windows 95

### General

Go up one level in the folder tree	<Backspace>
Close a dialog box	<Esc>
Open the Speed Filter text box	<F3>
Open the Speed Select text box	<F4>
Start Speed Search on X	Type X
Refresh the file list and folder tree	<F5>
Open the Move dialog box	<F7>
Activate the menu bar	<F10>
Open the Delete confirmation box	<Del>
Open the Properties dialog box	<Alt> <Enter>
Move the selected files	<Alt> drag
Open the Create Folder dialog box	<Ins>

The Improv Presents Windows 95 for the Technically Challenged  
 Graphix Zone 800-828-3838

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