

# Basics – Favorite Shortcuts

## MS Office – and many other applications

1. Big 4 – CTRL Z, X, C, V
2. Extra 6 – CTRL P, S, B, U, I, A
3. Window view by details
4. Format Painter
5. CTRL + 2 or CTRL + 5
6. CTRL + SHIFT + > or <
7. Instant Lines --- = \_\_\_\_\_
8. Save or Print to .pdf

## Windows

1. Enter when **YES** is highlighted
2. Alt F4 – Shut Down
3. Alt + Tab
4. Alt + L
5. Task Bar – Quick Launch/Desktop icon (Windows XP)
6. Right Mouse Click – Contextual menu
7. Send to USB Flash Drive – right mouse click on file icon

## Internet Explorer or MS Office

1. Drag Icons to desktop
2. CTRL + Mouse wheel
3. CTRL + Click on link
4. CTRL + Tab
5. Set Home Page(s)