

COMPUTER ACTION KEY



DOCUMENT ACTIONS		
1	OPEN A FILE	CRTL+O
2	NEW FILE	CRTL+N
3	CLOUSE A FILE	CRTL+W
4	SAVE AS	F12
5	SAVE	CRTL+S or SHIFT+F12
6	PRINT PREVIEW	CRTL+F2
7	PRINT	CRTL+P
8	SHOW/HIDE PARAGRAPH SYMBOLS	CRTL+*
9	SPELLING AND GRAMMAR	F7
10	HELP	F1
11	FIND	CRTL+F
12	REPLACE	CRTL+H
13	GO TO	CRTL+G
FORMULAS EXCEL		
14	APPLY AUTO SUM	ALT+=
15	CURRENT DATE	CTRL+;
16	CURRENT TIME	CTRL+:
17	SPELLING	F7
18	HELP	F1
19	MACROS	ALT+F8
20	CHART TOOLS	ALT+F1
21	MENU BARS CLOSED	CTRL+F1
22	PRINT PRIVE(OR)SETUP	CTRL+F2 (OR) CTRL+P
23	MINIMIZE WINDOW (AND) OPEN	CTRL+F9, CTRL+F10
24	INSERT WORK SHEET	CTRL+F11
25	OPEN THE FILE	CTRL+F12 (OR) CTRL+O
26	CREATE TABLE	CTRL+T
27	DELETE	CTRL+D
28	INSERT HYPER LINK	CTRL+K

SELECTING CELLS		
29	ALL CELLS LEFT OF CURRENT CEL	SHIFT+LEFT ARROW
30	ALL CELLS RIGHT OF CURRENT CELL	SHIFT+RIGHT ARROW
31	ENTIRE COLUMN	CTRL+SPACEBAR
32	ENTIRE ROW	SHIFT+SPACEBAR
33	ENTIRE WORKSHEET	CTRL+A
TEXT STYLE		
34	BOLD	CTRL+B
35	ITALICS	CTRL+I
36	UNDERLINE	CTRL+U
37	STRIKETHROUGH	CTRL+5
38	WORD UNDERLINE	CTRL+SHIFT+W
39	DOUBLE UNDERLINE	CTRL+ SHIFT+D
40	ALL CAPS	CTRL+ SHIFT+A
41	CHANGE CASE	SHIFT+F3
42	SUBSCRIPT	CTRL+ =
43	SUPERSCRIPT	CTRL+ SHIFT+=
44	MAKE WEB HYPERLINK	CTRL+K
TABLES		
45	GO TO NEXT CELL	TAB
46	GO TO PREVIOUS CELL	SHIFT+TAB
47	GO TO BEGINNING OF COLUMN	ALT+PAGE UP
48	HIGHLIGHT TO BEGINNING OF COLUMN	ALT+SHIFT+PAGE UP
49	GO TO END OF COLUMN	ALT+PAGE DOWN
50	GO TO BEGINNING OF ROW	ALT+ HOME
51	HIGHLIGHT TO BEGINNING OF ROW	ALT+SHIFT+HOME
52	GO TO END OF ROW	ALT+END
53	HIGHLIGHT TO END OF ROW	ALT+SHIFT+END
54	COLUMN BREAK	CTRL+SHIFT+ENTER
MISCELLANEOUS		
55	COPYRIGHT SYMBOL -@	ALT+CTRL+C
56	DATE FIELD	ALT+SHFI+D
57	GO TO FOOTNOTES	ALT+CTRL+F

58	SHOW/HIDE	CTRL+SHIFT+8
59	THESAURUS	SHIFT+F7
FORMATTING		
60	EDIT ACTIVE CELL	F2
61	CUT	CTRL+X
62	COPY	CTRL+C
63	PASTE	CTRL+V
64	UNDO	CTRL+Z
65	REDO	CTRL+Y
66	FORMAT CELL DIALOG BOX	CTRL+1
67	LEFT ALIGNMENT	CTRL+L
68	CENTER ALIGNMENT	CTRL+E
69	RIGHI ALIGNMENT	CTRL+R
70	JUSTIFIED	CTRL+J
71	APPLY BULLED LIST	CTRL+SHIFT+L
72	INDENT	CTRL+M
WINDOWS KEY		
73	SEARCH RESULTS	WINDOWS +F
74	WINDOWS LOCK	WINDOWS+L(OR) WINDOWS+D
75	RUN BOX OPEN	WINDOWS+R
76	LOCAL DISK OPEN	WINDOWS+E
77	SYSTEM PROPERTIES OPEN	WINDOWS+BREAK KEY
78	FILE RENAME	F2
79	FILE REFRESH	F5
80	START MENU OPEN	CTRL+ESC
81	DOCUMENT ABOVE	CTRL+HOME
82	DOCUMENT BELOW	CTRL+END
83	RECYCLE BIN DIRECT DELETE	SHIFT +DELETE
84	LONG SIZE WINDOWS	F10
85	TASK MANAGER OPEN	CTRL+ALT+DELETE
86	NEXT DOCUMENT OPEN	ALT+TAB
87	TIME FORMAT CHINCHE	CTRL+SHIFT+@
88	DATE FORMAT CHINCHE	CTRL+SHIFT+#
89	PRIENT PRIVE FILE	ALT+CTRL+I
90	TABLE CREAT (1*6) SIZE	+--+--+--+--+ ENTER