

# MS Word 2000

SHORTCUT/COMMAND	FUNCTION
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + I	Italicize
Ctrl + U	Underline
Ctrl + N	New document
Ctrl + O	Displays the Open box
Ctrl + P	Print
Ctrl + S	Save
Ctrl + W	Close
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Y	Repeat last action
Ctrl + Z	Undo last change
Ctrl + F6	Switch between open documents
Ctrl + Backspace	Delete one word to the left
Shift + Ctrl + Home	Select all the text from the cursor up to the top of the document
Shift + Ctrl + Page Down	Select all the text from the cursor down to the bottom of the document
Shift + End	Select all the text from the cursor to the end of the current line
Shift + Left or Right arrow	Select text, one character at a time, from the cursor to the left or right
Shift + Up or Down arrow	Select text, one row at a time, from the cursor up or down
Ctrl + Home	Move to the top
Ctrl + End	Move to the bottom
Shift + F5	Move to the last point of editing ( stores last three locations)
Shift + F3	Change case
Ctrl + F	Find and replace
Ctrl + G	Go to page, section, line, etc.
Ctrl + K	Insert a hyperlink
Shift + 7	Open the thesaurus

# MS Excel 2000

Shortcut	Function
Ctrl + F12	Open a spreadsheet file
Ctrl + O	Open a spreadsheet file
Shift + F12	Save the spreadsheet
Ctrl + S	Save the spreadsheet
Ctrl + Shift + F12	Print the spreadsheet
Ctrl + P	Print the spreadsheet
F2	Edit the active cell
F4	Repeat the last action
F6	Move to the next pane
F9	Calculate all sheets in open workbooks
F11	Create a chart
Ctrl + ;	Insert the current date
Shift + Ctrl + ;	Insert the current time
Ctrl + Y	Repeat the last action
Ctrl + Z	Undo the last change
Shift + F9	Calculate the active worksheet
Ctrl + C	Copy
Ctrl + 1	Display Format Cells dialog box
F5	Display Go To dialog box
Ctrl + Enter	Fill selected cell range with current entry
Ctrl + :	Insert current time
Ctrl + Home	Move to beginning of worksheet
Ctrl + End	Move to the last cell on worksheet
Ctrl + V	Paste
Shift + 3	Paste a function into a formula
Ctrl + P	Print
Ctrl + A	Select all (when not entering or editing a formula)
Ctrl + Spacebar	Select the current column
Shift + Spacebar	Select the current row
Ctrl + A	When you enter a formula, display the Formula Palette after you type a function

## Internet Explorer v. 4 and 5

Shortcut	Function
Alt + Left Arrow	Previous page
Alt + Right Arrow	Next page
Down Arrow	Scroll down
Up Arrow	Scroll up
F4	Display list of URLs in Address Bar
F5	Refresh the current page
Ctrl + Enter	Add www. and .com to word to form a URL in the Address bar
Ctrl + D	Add to list of favorites
Ctrl + S	Save page

## Windows 98

Shortcut	Function
Ctrl + drag a file	Copy a file
Ctrl + Esc	Display the Start menu
Alt + Tab	Switch to the last-used window
Alt + F4	Close current window or close program
Alt + Tab	Switch between open applications
Ctrl + Z	Undo
Right-click	Display context menu of selected item
Alt + Enter	Display properties for selected item
Ctrl + Esc	Display Windows Startup menu
Windows	Display Start menu
Windows + D	Minimize/maximize all windows
Windows + M	Minimize all windows
Shift + Windows + M	Maximize all windows
Windows + E	Launch Windows Explorer
Windows + R	Open Run dialog box
Windows + F	Open Find All Files dialog box
F3 (on desktop)	Open Find All Files dialog box
F3 (at DOS command prompt)	Repeat last command entered
Ctrl + Windows + F	Open Find: Computer dialog box
Windows + Pause/Break	Display System Properties
Windows + Tab	Cycle through Taskbar buttons
F1	Display Help