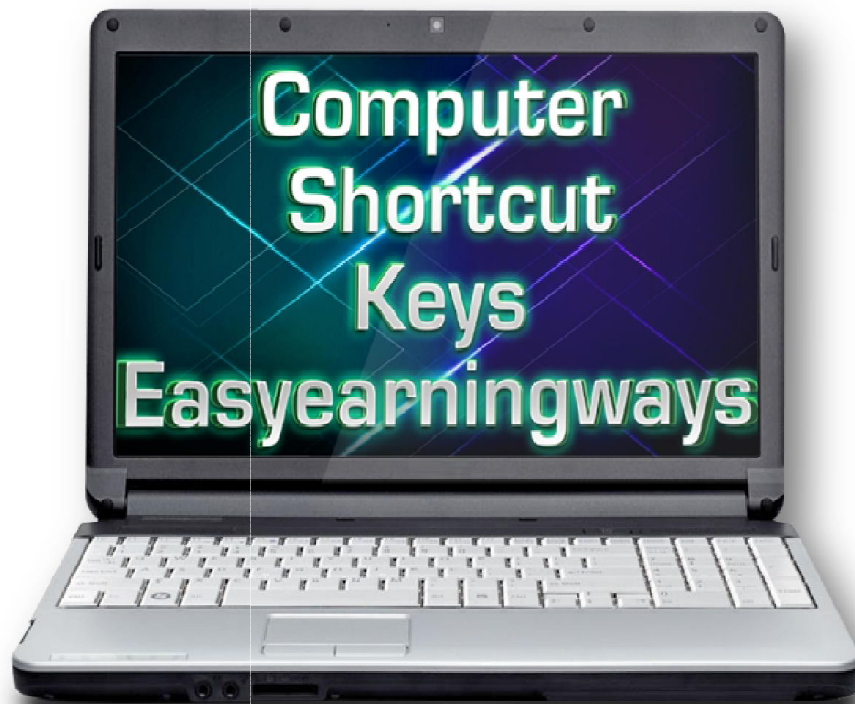


Computer Shortcut Keys



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Release: 17/09/2014
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In this eBook, there are 470 short-keys about Computer related like Desktop control, Open ,Use or Close any program or file, Web browser short-keys, Facebook short-keys, Utorrent and Camtesia Studio short-keys, Microsoft Word, Excel, PowerPoint and Outlook short-keys, Webpage Control short-keys, Skype, VLC Media Player short-keys etc.

Anyone can easily learn, be expert and have good command over computer and these important software's.

So lets start Computer Shortcut Keys:

- 1) Alt+spacebar Minimize or close any folder
- 2) Alt+F4 Close anything e.g folder or program directly
- 3) Ctrl+C Copy anything
- 4) Ctrl+V Paste anything
- 5) Ctrl+X Cut anything
- 6) Ctrl+Z Undo Typing
- 7) Ctrl+Y Redo Typing
- 8) Ctrl+S Save any kind of text, doc file or webpage
- 9) Ctrl+enter To goto next page of MS Word document
- 10) Ctrl+A Select all items
- 11) Ctrl+P It will print the selected document.
- 12) Ctrl+W Will close the current window
- 13) Ctrl+O Will open a new document
- 14) Ctrl+F Find and replace or will open a search option

- 15) Ctrl+Esc Will open a start menu like from window button.
- 16) Ctrl+Del Will delete the selected item.
- 17) Shift+Delete Permanent delete selected item.
- 18) F1 Used to request help/assistance.
- 19) Ctrl+N Will promptly open a word document.(For MS Word)
- 20) Windowkey+L Will lock your desktop
- 21) Windowkey+D Show desktop when webpage,file or any folder etc is open,press again to hide desktop.
- 22) Windowkey+1 or 2 To open files or programs from desktop taskbar.
- 23) Windowkey+M To control desktop
- 24) Ctrl+N Also used to control desktop
- 25) To control desktop: Goto my computer by pressing windowkey+E then press tab button to open dropdown and select desktop.
- 26) By pressing alt button, you can control Ribbon of MS word.
- 27) In MS word text alignment Ctrl+E centralized
- 28) Ctrl+ R Right alignment
- 29) Ctrl+L Left alignment
- 30) Ctrl+J Justify
- 31) Ctrl+ Right curlybracket } increase text size

- 32) Ctrl+Left curlybracket { decrease text size
- 33) By pressing Del we can remove right characters in text file
- 34) By pressing backspace we can remove left characters in text file
- 35) Ctrl+U Underline text
- 36) Ctrl+I Italic text
- 37) Ctrl+B Bold text
- 38) Ctrl+shift+f font styles, themes etc in MS file
- 39) Subscript H₂O Select 2 then Press Ctrl+plus+ Like H₂O
- 40) Superscript H₂O Select 2 then press Ctrl+Shift+plus+ like H²O
- 41) Shift+Home select the text to right side in line
- 42) Shift+End select the text to left side in line
- 43) Home To go to start in text line
- 44) End To go to end in text line
- 45) Ctrl+Home To go to start in document
- 46) Ctrl+End To go to end in document
- 47) Ctrl+Return Pagebreak in MS word document
- 48) Ctrl+Enter Pagebreak in MS word document
- 49) Esc to close chatbox at facebook
- 50) Ctrl+R To refresh or reload webpage
- 51) F5 To refresh or reload webpage

- 52) F6 To go to address bar in webpage
- 53) Space Go down in any webpage
- 54) F1 Help in Google Chrome
- 55) Shift+Esc Task manager in Google chrome
- 56) Ctrl+alt+del To lock computer,switch user etc
- 57) Ctrl+shift+Q To close tabs in Google chrome
- 58) To switch desktop at taskbar first right click on taskbar, then goto properties, then goto toolbars , check desktop Done
- 59) To start Google chrome or any program ,Press F6 and open anything that is on taskbar
- 60) Minimize Windowkey+M
- 61) Ctrl+T New Tab in Chrome
- 62) Ctrl+shift+T Reopen close tab in Chrome
- 63) Ctrl+shift+B Hide bookmark in Chrome
- 64) Windowkey+N Send to one note open
- 65) Alt+F4 To shutdown computer
- 66) Ctrl+K Insert hyperlink in MS file
- 67) Ctrl+Click Open hyperlink In MS file
- 68) Tab button To control at Chrome
- 69) Ctrl+N New browser window open
- 70) Ctrl+H Chrome History
- 71) Ctrl+J Chrome download
- 72) Ctrl+shift+N Open a new browser in incognito mode

- 73) Ctrl+O open any file in Chrome
- 74) Go to links from tab button in google search
press Ctrl+enter ,links will open in new tab
- 75) Ctrl+shfit+W close all chrome tabs
- 76) Go to links from tab button in chrome search
press enter that link will open in same window.
- 77) Ctrl+shift+Q signout from google account
- 78) Ctrl+1 to ctrl+8 Go to specified Chrome
window
- 79) Ctrl+9 Go to last tab in chrome window
- 80) Ctrl+shift+Q close all chrome tabs
- 81) Restore last session in Google chrome,Go
in setting,select continue where you left off in
onstartup.Done
- 82) Ctrl+tab switches to next tab
- 83) Ctrl+Pgdown switches to next tab
- 84) Ctrl+shift+tab switches to previous tab
- 85) Ctrl+Pgup Switches to previous tab
- 86) Alt+F4 close the current chrome window
- 87) Ctrl+shift+W close the current chrome
window
- 88) Ctrl+W Close the current chrome tab
- 89) Ctrl+F4 Close the current chrome tab
- 90) Alt+Home Open Homepage in google
chrome
- 91) F11 Full screen mode in google chrome,
press again to exit.
- 92) Ctrl+plus enlarge everything on webpage

- 93) Ctrl+minus Makes everything on the webpage smaller
- 94) Ctrl+0 Returns everything on the page to normal
- 95) Home Goes to the top of the webpage
- 96) End Goes to the end of the webpage
- 97) Shift+insert Paste content from the clipboard
- 98) Shift+delete Delete the highlighted content and copies to the clipboard
- 99) Ctrl+X delete the highlighted content and copies to the clipboard
- 100) Shift+F10 Right click
- 101) Alt+E open the hotdog in chrome mean settings
- 102) ---arrow Right click on chrome
- 103) Window+uparrow maximize the window
- 104) Window+downarrow maximize any window to the downward
- 105) Window+Leftarrow maximize any window to the leftward
- 106) Window+Rightarrow maximize any window to the rightward
- 107) Ctrl+alt+rightarrow Desktop will rotate rightward
- 108) Ctrl+alt+leftarrow Desktop will rotate leftward

- 109) Ctrl+alt+uparrow Desktop will rotate upward
- 110) Ctrl+alt+downarrow Desktop will rotate downward
- 111) Modifier keys: Key on the keyboard that is only used in conjunction with another key. For example on IBM compatible computer the Alt, Ctrl and shift keys are modifier keys.
- 112) Esc stop loading in chrome
- 113) Facebook shortcuts Alt+M open a new message
- 114) FB ? Go in search box
- 115) FB Alt+1 Home
- 116) FB Alt+2 Your profile page
- 117) FB Alt+3 Friend request
- 118) FB Alt+4 Show messages
- 119) FB Alt+5 Notifications
- 120) FB Alt+6 Your account settings
- 121) FB Alt+7 Your privacy settings
- 122) FB Alt+8 Go to the facebook page
- 123) FB Alt+9 View facebook statements and right agreements
- 124) FB Alt+0 open facebook help centre
- 125) Alt+Esc to autoshift in different files or programs
- 126) Alt+F chrome settings box open
- 127) Window+S Screen clipping
- 128) Window+E My computer open

- 129) Window+T Control on desktop toolbar
- 130) Window+P desktop screen or projector
- 131) Window+1,2,3,4 To open applications from desktop toolbar
- 132) Ctrl+tab to switch in different tabs of chrome
- 133) FB press J to control newpost in newsfeed
- 134) FB press K to control previous posts in newsfeed
- 135) FB L like or unlike posts
- 136) Outlook keys: Mail message Ctrl+N
- 137) OL Ctrl+shift+S Post in this folder
- 138) OL Ctrl+shift+E folder
- 139) OL Ctrl+shift+P search folder
- 140) OL Ctrl+shift+A appointments
- 141) OL Ctrl+shift+Q meeting request
- 142) OL Ctrl+shift+C Contact
- 143) OL Ctrl+shift+L Distribution list
- 144) OL Ctrl+shift+K task
- 145) OL Ctrl+shift+V task request
- 146) OL Ctrl+shift+J Journal entry
- 147) OL Ctrl+shift+N note
- 148) OL Ctrl+shift+X Internet fax
- 149) OL Ctrl+R Reply
- 150) OL Ctrl+shift+R reply to all
- 151) OL Ctrl+F Forward
- 152) OL Ctrl+shift+B Adress book

- 153) OL Ctrl+D delete mail
- 154) OL Ctrl+shift+V move to folder
- 155) OL Ctrl+Q mark as read
- 156) OL Ctrl+V Mark as unread
- 157) OL Alt+F1 nevigation page off
- 158) OL Alt+F2 To do bear off
- 159) OL Ctrl+1 Mail
- 160) OL Ctrl+2 Calander
- 161) OL Ctrl+3 Contacts
- 162) OL Ctrl+4 Tasks
- 163) OL Ctrl+5 Notes
- 164) OL Ctrl+6 Folder list
- 165) OL Ctrl+7 Shortcuts
- 166) OL Ctrl+8 Journal
- 167) OL Ctrl+Y Folder
- 168) OL Ctrl+alt+M mark to download
message
- 169) OL Ctrl+alt+V unmark selected headers
- 170) OL Ctrl+alt+S define send/receive groups
- 171) OL Ctrl+E Internet search
- 172) OL Ctrl+alt+W expand the query builders
- 173) OL Ctrl+alt+A search all mail itoms
- 174) OL Ctrl+alt+K search desktop
- 175) OL Ctrl+shift+F advanced find
- 176) OL Alt+F8 Macros
- 177) OL Alt+f11 Visual basic editor
- 178) OL F1 outlook help
- 179) OL Ctrl+alt+J mark as not junk

- 180) OL Ctrl+alt+F forward as attachment
- 181) Ctrl+< Picture rotate anticlockwise
- 182) Ctrl+> Picture rotate clockwise
- 183) Alt+enter Picture properties
- 184) Alt+enter Googlechrome properties
- 185) Alt+enter Folder properties
- 186) Alt+enter any program or file properties
- 187) Spacebar to stop picture
- 188) + Increase size of picture
- 189) - Decrease size of picture
- 190) Ctrl+Plus Increase size of picture
- 191) Ctrl+minus decrease size of picture
- 192) Window+uparrow maximize picture
- 193) Window+downarrow Maximize the picture to downward
- 194) Window+Leftarrow Maximize the picture to leftward
- 195) Window+Rightarrow Maximize the picture to rightward
- 196) Arrow left/right goto next/previous photo
- 197) Shift+delete permanently delete photo
- 198) Alt+E email current photo
- 199) Ctrl+C Copy current photo file to clipboard
- 200) Alt+O open current photo in other application e.g Paint
- 201) Ctrl+P Print picture
- 202) Ctrl+D Move image to recyclebeen
- 203) Alt+P Picture Print menu open

- 204) Alt+F Picture file menu open
- 205) Delete Move image file to recyclebin
- 206) Alt+Spacebar 1)restore 2)minimize
3)close
- 207) Alt+F4 Close image
- 208) Alt+spacebar then restore Restore picture
to previous window size
- 209) F2 Rename Picture
- 210) F2 Rename MS doc file
- 211) F2 Rename any file
- 212) Alt+spacebar
restore,minimize,newtab,reopen close tab,task
manager and close in google chrome
- 213) Powerpoint Ctrl+M New slide
- 214) F5 start presentation
- 215) By pressing enter presentation will move
forward and by pressing backspace presentation
will move backward
- 216) To jump any slide then press slide no and
enter
- 217) During presentation use blackboard press B
and for whiteboard press W
- 218) Ctrl+N new presentation page
- 219) Ctrl+D duplicate slide
- 220) Delete delete slide
- 221) Excel keys:sum formula =Sum(cellno:cellno)
- 222) Excel average =average(cellno:cellno)
- 223) Excel min =min(cellno:cellno)

- 224) Excel max =max(cellno:cellno)
- 225) F2 focus in cell
- 226) Excel remarks
=If(average<40,"fail","pass")
- 227) Rotate pictures: Select the pic that should be rotate clockwise or anticlockwise.Right click on it then select clock or anticlock wise.
- 228) Create unlimited folder from wordpad, open wordpad ,write md space foldernames with space, save file in .bat extention. Click on .bat file your desired folders will create automatically.
- 229) Lock Microsoft file so that only one will access who know the protected password.
Encrypt any Microsoft document with protected password.
- 230) ! Exclamation mark
- 231) " quotation mark
- 232) # number sign
- 233) \$ dollar sign
- 234) % percentage sign
- 235) & ampersand
- 236) ' apostrophe
- 237) (left parenthesis
- 238)) right parenthesis
- 239) * asterisks
- 240) + plus sign
- 241) , comma
- 242) - hyphen minus

- 243) . full stop
- 244) / solidus
- 245) : collan
- 246) ; semi collan
- 247) < less than
- 248) = equal to
- 249) > greater than
- 250) ? question mark
- 251) @ commercial at
- 252) [left square bracket
- 253) ^ circumflex accent
- 254)] right square bracket
- 255) { left curly bracket
- 256) } right curly bracket
- 257) - low line
- 258) \ reverse solidus
- 259) | shift+reverse solidus
- 260) Skype keys: Alt control skype toolbar
- 261) Ctrl+I Edit your profile
- 262) Press alt dropdown then select signout from skype.
- 263) Ctrl+N Create new group
- 264) Shift+Ctrl+S send sms
- 265) Shift+Ctrl+F send file
- 266) Shift+Ctrl+A Add people
- 267) Ctrl+F Find
- 268) Shift+Ctrl+U Mark as unread
- 269) Ctrl+F4 Hide conversation

- 270) Ctrl+W close
- 271) Ctrl+R skype call
- 272) Shift+Ctrl+R vedio call
- 273) Ctrl+M mute microphone
- 274) Ctrl+D Call phones
- 275) Alt+1 View contacts
- 276) Alt+2 View recent
- 277) Ctrl+H skype home
- 278) Ctrl+I profile
- 279) Alt+Enter Full screen
- 280) Ctrl+, Options
- 281) Answer call Ctrl+A
- 282) Ctrl+Shift+A answer call with vedio
- 283) Ctrl+I Ignore call
- 284) Ctrl+H hang up
- 285) Ctrl+D Decline incoming call
- 286) Ctrl+S Take a snapshot during vedio calls
- 287) Ctrl+F Focus skype
- 288) Ctrl+Shift +S Search for people on skype
- 289) VLC media player keys F full screen
- 290) Space pause or play movie
- 291) V subtitles on/off
- 292) B audio track cycle
- 293) Ctrl+arrowup/arrowdown Volume
- 294) VLC mouse options: Double click full screen
- 295) Scrool volume or position
- 296) Right click local menu

- 297) VLC movie navigation: Ctrl+D open disk menu
- 298) Ctrl+F open folder
- 299) Ctrl+R/Ctrl+S advanced open file
- 300) Ctrl+O open single files
- 301) M mute and unmute audio
- 302) P Play movie from beginning
- 303) S stop movie
- 304) Esc exit full screen
- 305) [+]/-/= Faster, slower, normal
- 306) A aspect ratio
- 307) C crop screen
- 308) G/H Decrease/Increase subtitle delay
- 309) J/K decrease /increase audio delay
- 310) Z change zoom mode
- 311) Ctrl+1,2,3 Recent media
- 312) T show time
- 313) Ctrl+T Go to time
- 314) E next frame, advance forward frame by frame
- 315) Jump in playback Shift+arrow left/right
very short jump(3sec)
- 316) Alt+arrowleft/right short jump(10sec)
- 317) Ctrl+arrowleft/right medium jump(1min)
- 318) Ctrl+Alt+arrowleft/right Long jump
- 319) Ctrl+H Hide/unhide controls
- 320) Ctrl+P Preference settings

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