

Keyboard Shortcuts

Task	Technique
Toggle between open application	Hold down the Alt key and repeatedly hit Tab until you land on the icon. Alternatively, you can hold down the Windows key while pressing Tab to cycle through your Taskbar buttons, and then press Enter.
To the desktop-	Windows key + D.
My Computer	Windows-E
Shut Down	Window-U-Standby-Turn off-Restart
Context Menu	Shift-F10
MS Office and other Windows Applications	
Check the contents of a clipboard	Ctrl-C (twice)
Close an Application	Alt-F4
Close an Open Document	Ctrl-F4 or Ctrl-W
Copy	Ctrl-C
Cut	Ctrl-X
Menu bar Commands	Alt followed by the underlined letter
Move to the Beginning of a document/page	Ctrl-Home
Move to the end of a document/page	Ctrl-End
New (Document/window)	Ctrl-N
Open	Ctrl-O
Paste	Ctrl-V
Save	Ctrl-S
Excel	
AutoSum	Alt+=
Copy Content from the Cell Above	Ctrl="
Insert Current Date	Ctrl+;
Insert Current Time	Ctrl + Shift+;

Internet Explorer Shortcuts	
Add to your Favorites	Ctrl-D
Close Print Preview.	ALT+C
Close the current window.	CTRL+W
Display a list of addresses you've typed.	F4
Display a shortcut menu for a link.	SHIFT+F10
Display the first page to be printed.	ALT+HOME
Display the last page to be printed.	ALT+END
Display the next page to be printed.	ALT+RIGHT ARROW
Display the previous page to be printed.	ALT+LEFT ARROW
Find on this page.	CTRL+F
Go Back	Alt-Left Arrow
Go Forward	Alt-Right Arrow
Go to a new location.	CTRL+O or CTRL+L
Go to the Home Page	Alt-Home
Help	F1
Move back between frames.	SHIFT+CTRL+TAB
Move back through the items on a Web page, the Address bar, and the Links bar.	SHIFT+TAB
Move back through the list of AutoComplete matches.	DOWN ARROW
Move forward between frames.	CTRL+TAB or F6
Move forward through the items on a Web page, the Address bar, and the Links bar.	TAB
Move forward through the list of AutoComplete matches.	UP ARROW
Move selected item down in the Favorites list in the Organize Favorites dialog box.	ALT+DOWN ARROW
Move selected item up in the Favorites list in the Organize Favorites dialog box.	ALT+UP ARROW
Move to the beginning of a document.	HOME
Move to the end of a document.	END
Open a new window.	CTRL+N
Open multiple folders. In History or Favorites	CTRL + click
Open Organize Favorites	Ctrl-B
Open the Favorites bar.	CTRL+I
Open the History bar.	CTRL+H
Open the Organize Favorites dialog box.	CTRL+B

Internet Explorer Shortcuts	
Open the Search bar.	CTRL+E
Print the current page or active frame.	CTRL+P
Refresh	Ctrl-F5
Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same.	CTRL+F5
Refresh the current Web page.	F5 or CTRL+R
Remove the selected items and copy them to the Clipboard.	CTRL+X
Save the current page.	CTRL+S
Scroll toward the beginning of a document in larger increments.	PAGE UP
Scroll toward the beginning of a document.	UP ARROW
Scroll toward the end of a document in larger increments.	PAGE DOWN
Scroll toward the end of a document.	DOWN ARROW
Select all items on the current Web page.	CTRL+A
Select the text in the Address bar.	ALT+D
Set printing options and print the page.	ALT+P
Specify how you want frames to print. This option is available only if you are printing a Web page that uses frames.	ALT+F
Stop downloading a page.	ESC
To add www. In the beginning and .com at the end (does not work with .org, .net, gov, ...)	Ctrl-Enter
Toggle between full-screen and regular views of the browser window.	F11
Type the number of the page you want displayed.	ALT+A
When in the Address bar, move the cursor left to the next logical break in the address (period or slash).	CTRL+LEFT ARROW
When in the Address bar, move the cursor right to the next logical break in the address (period or slash).	CTRL+RIGHT ARROW