

Program(s)	Do What	Shortcut	Suggested by
Browser	Override popup stopper	Ctrl	Don Peterson
Many Programs	Highlight all in a window	Ctrl+A	Don Peterson
Many Programs	Highlight group of files	Click first file, then shft+click last file	Don Peterson
Browser	Refresh window	F5	Eric Moore
Browser	Switch between full view & normal view	F11	Eric Moore
Excel	Edit selected cell	F2	Eric Moore
Most	Help	F1	Eric Moore
MS Word	Spell check	F7	Eric Moore
Windows	Build your own shortcuts	(Eric will explain)	Eric Moore
Windows	Open Explorer	Win/Start +e	Eric Moore
Windows	Open Run (Command line)	Win/Start+r	Eric Moore
Windows Explorer	Rename File	F2	Eric Moore
Windows	Go to Start Menu when mouse has quit	Ctrl+esc	Frank Whiteley
Windows	Move between open windows	Alt+tab or Alt+Shft+tab	Frank Whiteley
Windows	Copy open window to clipboard for pasting somewhere else	Alt+PrtScn	Frank Whiteley
Windows	Copy whole screen to clipboard for pasting somewhere else	PrtScn	Frank Whiteley
Excel	Begin a new line of text in a cell	Alt+Enter	Jim Conant
Many programs	Undo what you just did	Ctrl+Z	Jim Conant
Many programs	Copy to clipboard	Ctrl+C	Jim Conant
Many programs	Paste	Ctrl+v	Jim Conant
Many programs	Cut & put on clipboard	Ctrl+X	Jim Conant
Outlook Express	Find an email	Ctrl+Shift+f	Jim Conant
Windows	Go to Desktop	Win/Start+D	Jim Conant
Windows Explorer	Open Find/Search	Win/Start+f	Jim Conant
Power Point	Many	(Martha has them)	Martha Van Driel
Many programs	Find word, replace word, or Go To page or section	Ctrl+f	Mike Minton
Windows	Shutdown or Restart System	Win/Start, then u, then u or r	Mike Minton
MS Word	Change font size	Ctrl+shft+< or >	Milbern Goetz
MS Word	Change case	Shft+F3	Milbern Goetz
MS Word	Close document	Ctrl+w	Milbern Goetz
Outlook Express	Open Address Book	Ctrl+shft+b	Milbern Goetz
Browser	Move between tabs	Ctrl+1-9	Tina Ektermanis
Browser	Step through tabs	Ctrl+tab or Ctrl+Shft+Tab	Tina Ektermanis
Browser	Open in new window	Ctrl+n	Tina Ektermanis
Browser	Open pop-up blocked window	alt+n	Tina Ektermanis