

# Shortcuts for life.

There are no shortcuts for success, but there are shortcuts for increasing computer proficiency.

**Windows**

- Ctrl + C: copy selection
- Ctrl + Z: undo action
- Windows key + ↑: maximize window
- Windows key + D: display and hide desktop
- Windows key + PrtScn: take screenshot
- Ctrl + X: cut selection
- Ctrl + Y: repeat action
- Windows key + ↓: minimize window
- Windows key + L: lock PC
- Ctrl + V: paste selection
- Ctrl + F: find text
- Tab + Windows key: open task view
- Alt + Tab: switch between open apps

**Word**

- Ctrl + N: create new document
- Ctrl + B: bold text
- Ctrl + E: center text
- Shift + ←, ↑, ↓, →: select text
- Alt + [arrow]: use menu ribbon shortcuts (follow numbers and letters as highlighted on ribbon)
- Ctrl + S: save document
- Ctrl + I: italicize text
- Ctrl + M: indent paragraph
- Ctrl + Shift + C: copy selected formatting
- Ctrl + A: select all
- Ctrl + U: underline text
- Ctrl + [mouse wheel]: zoom in or out
- Ctrl + Shift + V: paste selected formatting

**Excel**

- Tab: move to next cell
- Ctrl + ' : display formulas
- Ctrl + - : delete column
- Alt + Enter: start new line in same cell
- Alt + = : Insert SUM () function
- Ctrl + W: close workbook
- Ctrl + 9: hide selected rows
- Ctrl + Shift + ↓: select column from selected cell to end of table
- Shift + Space: select entire row
- Ctrl + K: insert hyperlink
- Ctrl + 0: hide selected columns
- Ctrl + Shift + \$: apply currency format to selected cells
- Ctrl + Space: select entire column

**PowerPoint**

- F5: start slideshow
- Ctrl + D: duplicate an object
- Shift + F9: show or hide guides
- Alt + G + H: select a theme
- Esc: end slideshow
- Ctrl + A: select all objects on slide
- Ctrl + Shift + [ : send object to back
- Alt + N: go to Insert tab
- + S + H: insert a shape
- + P + D: insert a picture
- Ctrl + M: add new slide
- Ctrl + G: group objects
- Ctrl + Shift + ] : send object to front

The time you dedicate to practice using keyboard shortcuts accrues to many hours.

Here's to your journey towards mastering essential computer skills, getting certified, and enjoying a fulfilling career.

## Get Certified.

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