












































# Shortcut Keys for Windows 10

This guide lists shortcut keys that you can use from the desktop in Windows 10.

Shortcut	Description
Windows key 	Open and close the <b>Start</b> menu.
 + 1,  + 2, etc.	Switch to the desktop and launch the <i>n</i> th application in the taskbar. For example,  + 1 launches whichever application is first in the list, numbered from left to right.
 + A	Open the action center.
 + B	Highlight the notification area.
 + C	Launch Cortana into listening mode. <sup>1</sup> Users can begin to speak to Cortana immediately.
Windows logo + D	Switch between <b>Show Desktop</b> (hides/shows any applications and other windows) and the previous state.
 + E	Switch to the desktop and launch File Explorer with the <b>Quick Access</b> tab displayed.
 + H	Open the <b>Share</b>  charm.
 + I	Open the <b>Settings</b>  app.
 + K	Open the <b>Connect</b> pane to connect to wireless displays and audio devices.
 + L	Lock the device and go to the <b>Lock</b> screen.
 + M	Switch to the desktop and minimize all open windows.
 + O	Lock device orientation.
 + P	Open the <b>Project</b> pane to search and connect to external displays and projectors.
 + R	Display the <b>Run</b> dialog box.
 + S	Launch Cortana. <sup>2</sup> Users can begin to type a query immediately.
 + T	Cycle through the apps on the taskbar.
 + U	Launch the Ease of Access Center.
 + V	Cycle through notifications.
 + X	Open the advanced menu in the lower-left corner of the screen.
 + Z	Open the app-specific command bar.
 + ENTER	Launch Narrator.
 + SPACEBAR	Switch input language and keyboard layout.
 + TAB	Open Task view.

<sup>1</sup> If Cortana is unavailable or disabled, this shortcut has no function.

<sup>2</sup> Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana is unavailable or disabled, this command opens Search.

 + _	Peek at the desktop.
 + Plus Sign	Zoom in.
 + Minus Sign	Zoom out.
 + ESCAPE	Close Magnifier.
 + LEFT ARROW	Dock the active window to the left half of the monitor.
 + RIGHT ARROW	Dock the active window to the right half of the monitor.
 + UP ARROW	Maximize the active window vertically and horizontally.
 + DOWN ARROW	Restore or minimize the active window.
 + SHIFT + UP ARROW	Maximize the active window vertically, maintaining the current width.
 + SHIFT + DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
 + SHIFT + LEFT ARROW	With multiple monitors, move the active window to the monitor on the left.
 + SHIFT + RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
 + HOME	Minimize all nonactive windows; restore on second keystroke.
 + PRINT SCR	Take a picture of the screen and place it in the <b>Computer &gt; Pictures &gt; Screenshots</b> folder.
 + CTRL + LEFT/RIGHT arrow	Switch to the next or previous virtual desktop.
 + CTRL + D	Create a new virtual desktop.
 + CTRL + F4	Close the current virtual desktop.
 + ?	Launch the Windows Feedback App.

## For more information

### Microsoft IT

[microsoft.com/showcase](https://microsoft.com/showcase)

### Windows

[microsoft.com](https://microsoft.com)

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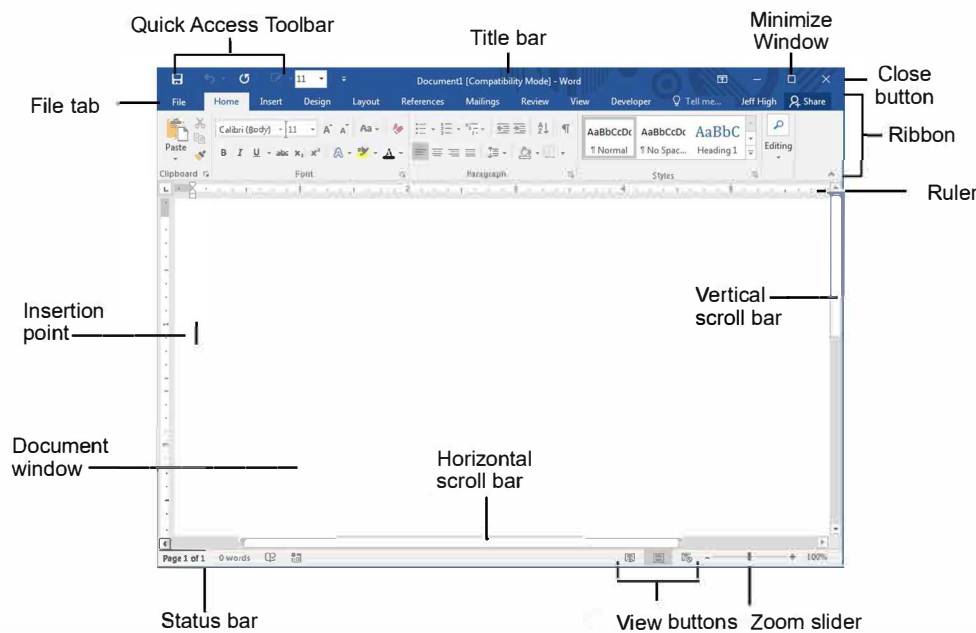
[microsoft.com/showcase](https://microsoft.com/showcase)

February 2018

# Word 365

# Quick Reference Card

## The Word 365 Screen



## Keyboard Shortcuts

### General

Open a Document	<b>Ctrl + O</b>
Create New	<b>Ctrl + N</b>
Save a Document	<b>Ctrl + S</b>
Print a Document	<b>Ctrl + P</b>
Close a Document	<b>Ctrl + W</b>
Save As	<b>F12</b>

### Navigation:

Up One Screen	<b>Page Up</b>
Down One Screen	<b>Page Down</b>
Beginning of Line	<b>Home</b>
End of Line	<b>End</b>
Beginning of Document	<b>Ctrl + Home</b>
End of Document	<b>Ctrl + End</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>

### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>

### Formatting

Bold	<b>Ctrl + B</b>
Italics	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Align Left	<b>Ctrl + L</b>
Center	<b>Ctrl + E</b>
Align Right	<b>Ctrl + R</b>
Justify	<b>Ctrl + J</b>

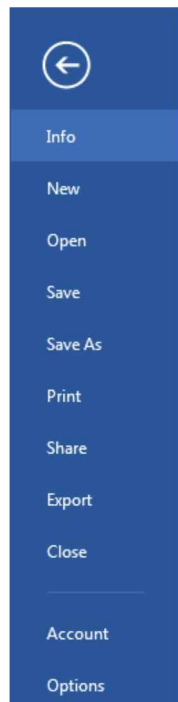
### Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <b>Ctrl</b> and click anywhere in the sentence
A Section	<b>Shft + Arrow Keys</b>
A Paragraph	Triple-click the Paragraph.
A Line	Click in the selection bar next to the line
Everything	<b>Ctrl + A</b>

## More

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as **Open, Save, Close, New, and Print**.

- To Correct a Spelling Error:
  - F7**
  - Editor (with TTS)**



### Format Painter:

- Ctrl + Shft + C**
- Ctrl + Shft + V**

### Increase or Decrease Font:

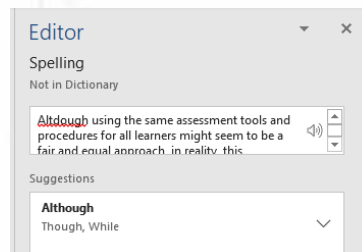
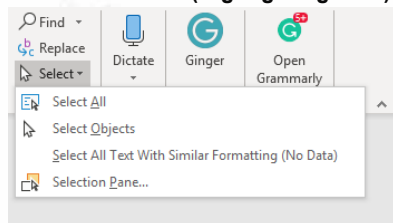
- Ctrl + Shft + >** (Increase)
- Ctrl + Shft + <** (Decrease)

### To Edit Styles & Headings:

- Alt + Ctrl + Shft + S**

### To Get Help: Press F1

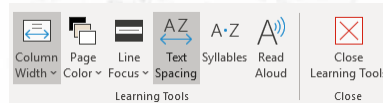
### Select Button: (Highlighting Tool)



### To Read Text Aloud

- Alt + Ctrl + Space**

### Dictate (Alt + `)



### Immersive : (View Tab)

- Column Width**
- Page Colour**
- Line Focus**
- Text Spacing**
- Syllables**
- Read Aloud (Text to Speech)**

Office 365  
Version & Channel:



### About Word

Learn more about Word, Support, Product ID, and Copyright information.  
Version 1906 (Build 11727.20230 Click-to-Run)  
Monthly Channel