



# Nov 12<sup>th</sup> District Technology Training Schedule



Click on the blue links below to take you to a brief overview of the session

Start	Minutes	Title	Software	Presenters
10:00 AM	5	Welcome to <b>DisTec17</b> from the District Governor	Zoom	DG George Weston
10:05 AM	15	Overview DGE John Glassford		DGE John Glassford
10:20 AM	20	<a href="#">Setup laptops, Testing- Logging in - Hands On</a>	Dist CR	PP Paul Murray
10:40 AM	20	<a href="#">ClubRunner for your Website and Newsletter</a>	Club CR	PP Paul Murray
11:00 AM	20	<a href="#">One of the Most Popular Blogs on the web</a>	Wordpress	DGE John Glassford
11:20 AM	10	<a href="#">The ClubRunner Calendar and Event Manager</a>	Dist CR	DGN John McKenzie
11:30 AM	15	Morning tea		
11:45 AM	15	<a href="#">Member Profiles, Board Assignments &amp; Club Info</a>	Dist CR	PP Paul Murray
12:00 PM	30	<a href="#">Club Committees links with District Committees</a>	Dist CR	PP Paul Murray
12:30 PM	30	<a href="#">CR/RI Synchronisation - Club contribution to District</a>	Dist CR	PP Paul Murray
1:00 PM	40	Lunch		
1:40 PM	20	<a href="#">Online Video Conferencing</a>	Zoom	PP Geraldine Rurenga
2:00 AM	30	Rotary Club Central (Club Goals recording & Updating)	My Rotary	Barbara Mifsud
2:30 AM	25	<a href="#">Get the Picture right...and show it to the world.</a>	Gimp, Irfanview	PP Paul Murray
2:55 PM	10	Stretch Break		
3:05 PM	25	<a href="#">Social Media</a>	Facebook, LinkedIn	PP Geraldine Rurenga
3:30 PM	15	<a href="#">Email Communications, Plus's and Problems</a>	CR Club Dist	PP Paul Murray
3:45 PM	15	<a href="#">District Directory - Your Yellow Pages</a>	Adobe Reader	DGN John McKenzie
4:00 PM		Thanks for attending		DGE John Glassford

Presenters	PP Paul Murray   PP Geraldine Rurenga   DGE John Glassford   DGN John McKenzie
Abbreviations	Dist CR =District version C   Club CR=Club version CR   CR=ClubRunner



## Your Conference Bag

Keyboard Shortcuts

[MS Windows](#)

[MS Word](#)

[MS Excel](#)

[Top 10 Search Engine Tips](#)

[Top 10 free PC programs](#)

[Function Keys...F1 through F12 keys](#)

[ASCII Character Codes CheatSheet](#)

# Setup



Paul Murray

DisTec17 is very much a “hands on” training day. That is, you are encouraged to bring your laptop/tablet computer to participate and get first hand experience. If you do not have a laptop/tablet, Perhaps you could borrow one or bring your computer. If you don't have a computer on the day, you will be fine.

The challenge with this type of training is we need time to get everything setup and working. Accordingly, we have set aside time for a Setup session.

The objective of the Setup Session is to make sure :

1. Your computer is working and you are on the internet
2. You have your User IDs and Passwords for ClubRunner and Rotary International sites
3. You have the necessary software loaded on your computers ready for the day

## Setup Steps for DisTec17

*The links below will take you to the download sites*

- |   |  |  |                       |
|---|--|--|-----------------------|
| 1 | District Hotspot:                              | Rotary 9700  | key: 1234567890       |
| 2 | Safety: Tape down electrical cables            |  | Wires out of walkways |
| 3 | <a href="#">go to District 9700 website</a>    | You have additional permission levels...Explore  |                       |
| 4 | Download Directory from above                  | Click on District Directory Download It is located on the left column about 4 keyboard “Page Downs”. It will download to the bottom left of your screen. |                       |
| 5 | <a href="#">go toWollundry website</a>         |  |                       |
| 6 |  |  |                       |
| 7 | <a href="#">go to RI - My Rotary</a>           | Click on <i>My Rotary</i>  |                       |
| 8 | <a href="#">go to RI - Rotary Club Central</a> | Click on Menu item <b>Members&gt;Rotary Club Central</b>   |                       |
| 9 | <a href="#">Download Zoom</a>                  | (program should automatically download)  |                       |
|   | <a href="#">Download Gimp</a>                  | (Select option on right...Download Gimp Directly)  |                       |

# ClubRunner for Your Club



Paul Murray

This session is about using the ClubRunner **Club Version**. The district is currently using the District Version of ClubRunner. Some clubs in the district are using the club version to provide them with their RI updates, website, newsletter, emails and all other necessary Rotary reporting requirements.

In this session you will use [Wollundry Rotary's website](#) and gain an insight into the main features available in the Club version of ClubRunner.

They include:

**Top Right Login**

**Menu system** Click on :

- Calendar
- Youth>Youth Exchange Students
- History>Past Presidents (> Menu path links )

**Carousel** along top ... Photos of:

- Projects
- Members
- Activities

## Layout

- 33% left = Lists, schedules
- 66% right= Stories, Photos

## Widgets or Packets of Information

- You Create
    - Stories
    - Photos
    - Officers Reports
  - Database
    - Speakers
    - Birthdays/Anniversaries
    - Club Officers
- 
- **Website** with the latest features
  - **Database** linked to Rotary International
  - **Emails system** for distribution to all members
  - **Publisher** for newsletters
  - **Events scheduler** and manager
  - **Archives** storage system
  - **Contacts/Volunteers** database
  - **Committees structure**
  - **Club meetings** Speakers/duty rosters
  - **Reports/Downloads** editable

# One of the most popular Blogs on the web



DGE John Glassford

Coolamon Rotary  
The Rotary Club of Coolamon NSW Australia

[Home](#)
[Photos](#)
[BINGO](#)
[Services](#)
[Contact](#)
[Membership](#)
[About Us](#)
[DIARY](#)
[Misc. Bulletins](#)

OCT 17  
31

Coolamon Rotary News Bulletin #17

Coolamon Rotary News Bulletin #17

Editor Julie Clark

OCTOBER IS

Gday there, who are we?

Our Rotary Club is located in Coolamon NSW Australia. Feel free to look around and see what we are about!

Instant Access Now!

Recent Posts

- Coolamon Rotary News Bulletin #17
- Coolamon Rotary News Bulletin #16
- Rotary Means Business Sydney Rotary Club
- Kisumu Primary School Project in Kenya
- Coolamon Rotary News Bulletin #15

Pages

- 2017 Easter Markets
- About Us
- Facebook Page
- MAP
- Mount Kenya 2015
- Mountains of the Moon
- BINGO
- Contact
- DIARY
- Membership
- Misc. Bulletins
- Bulletins 12-13
- Bulletins 13-14
- DG 2013-2014
- PDX Ian Simpson 2011-2012 Monthly Newsletter
- Bulletins 14-15
- ShelterBox
- Other Club Bulletins
- ROI1
- School of St. Jude's
- Rotary News Items
- Bulletins 11-12
- Photos
- Photos Volume 2

# The ClubRunner Calendar and Event Manager



John McKenzie

District 9700 Welcome, John (Logout) | Admin | Home Page

[Admin](#) | [For Clubs](#) | [Grants](#) | [For Members](#) | [Membership](#) | [Contacts \(List\)](#) | [Organisation](#) | [Communication](#) | [Website](#) | [Documents](#) | [Reports](#) | [Attendance](#) | **Events** | [New Bulletin \(Beta\)](#) | [Help](#)

[Event Planner](#) | [Event Types](#) | [MyEventRunner](#) | [Calendar Items \(Racquet\)](#)

### Event Planner

Events List

### Create New Event

[Create Event](#)

**Event Name:**

**Event Code:**

**Status:** ☒ Active ☐ Draft

**Event Type:**

**Start Date & Time:**   Tip: Type 'X' or 'Y' to switch AM/PM.

**End Date & Time:**   Tip: Type 'X' or 'Y' to switch AM/PM. Leave blank if not applicable.

**Description:** To add a single line event, hold down shift and press enter.

**Would you like to enable registration now?** ☒ Yes ☐ No

**Image:**  Choose file No file selected

**Select Club:**  Orange North

**Event Chair:**  McKenzie, John

# Members Profile

This session is about the wide variety of Member Profile information available in ClubRunner.



Paul Murray

Member Profile

**Paul Murray**  
[Printable Version](#)  
[Update](#)

Personal
Rotary
Biography
Commitments
Settings
Privacy

Edit

Member Details

<b>Title</b>		<b>Gender</b>	Male
<b>First Name</b>	Paul	<b>Date of Birth</b>	Nov 22 1946
<b>Middle Name</b>	Joseph	<b>Anniversary</b>	Feb 27 1971
<b>Last Name</b>	Murray	<b>Spouse/Partner First Name</b>	Carolyn
<b>Nickname</b>		<b>Spouse/Partner Last Name</b>	Murray
<b>Suffix</b>		<b>Spouse/Partner Nick Name</b>	
<b>Preferred Address</b>	Home	<b>Spouse/Partner Date of Birth</b>	Sep 23 1944
<b>Preferred Phone</b>	Home	<b>Dues &amp; Billing Preferred Email</b>	Primary Email
<b>Email</b>	grampamurray@gmail.com	<b>Alternate Email</b>	paul@paulmurray.com.au

*\*All emails will only be sent to the primary email address*      *Birthday and anniversary years can only be viewed by Club Executive level or higher.*

Home

<b>Address Line 1</b>	381 Gelston Park Rd	<b>Home Phone</b>	61 69285562
<b>Address Line 2</b>	Gelston Hills	<b>Cell</b>	61 0408285562
<b>City</b>	Wagga Wagga	<b>Home Fax</b>	
<b>Country</b>	Australia		
<b>State/Province</b>	NSW		
<b>Zip/Postal Code</b>	2650		

Work

<b>Company Name</b>		<b>Position/Title</b>	Computer Consultant
<b>Address Line 1</b>		<b>Business Phone</b>	
<b>Address Line 2</b>		<b>Business Fax</b>	
<b>City</b>		<b>Website URL</b>	
<b>Country</b>			
<b>State/Province</b>			
<b>Zip/Postal Code</b>			



# Board Members

This session is about The importance of correctly assigning **Positions** and **Titles** to your Board members.

## Club Executives and Directors

« Previous Year | **2017-18** | Next Year »


Drag and drop positions to change their sequence ? Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Paul Milde	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Secretary	Secretary	David Benn	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Treasurer	Treasurer	James Hamilton	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
President Elect	President Elect	James Hamilton	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Service Projects	Service Projects	David Byfield	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Foundation	Foundation	Bob Willis	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Public Relations	Public Image	Richard Rossiter	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Membership	Membership	Robert Nicholson	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Youth	Youth	Neil Pinto	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Administration	Administration	Peter Green	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Immed PP	Immed PP	Geoff Breust	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>
Executive Secretary	Executive Secretary	Paul Murray	<a href="#">Edit</a>   <a href="#">Clear</a>   <a href="#">Delete</a>

# Club Information

## Club Information Rotary Club of Wollundry-Wagga Wagga

[Print Page](#) [Website](#)



President: [Paul Milde](#)  
Area: Group 5 (Bryan Short)  
Members: 84 active, 0 honorary

Meetings: Tuesdays at 12:30 PM  
Commercial Club  
[View Map](#)

[Change](#)

[Club Details](#) [Executives](#)

### Club Details

[Edit](#)

Club Name: Rotary Club of Wollundry-Wagga Wagga  
Short Name: Wollundry-Wagga Wagga  
Club Id: 18121  
Club Type: Rotary  
Date Chartered: May 13, 1978  
Club Motto: Service Above Self  
Club Greeting: Welcome to Our Club!

### Contact Info

[Edit](#)


Mailing Address: PO Box 229  
Wagga Wagga, NSW 2650  
Australia  
[View Map](#)

Permalink: wollundry-wagga-wagga  
Website: <http://www.wollundryrotary.org.au>  
Email: [info@wollundryrotary.org.au](mailto:info@wollundryrotary.org.au)  
Phone: 439 710 716  
Fax:

### Meetings

[Edit](#)

Schedule: Tuesdays at 12:30 PM  
Location: Commercial Club  
Address: 77 Gurwood Street  
Wagga Wagga, N.S.W. 2650  
Australia



View larger map

Venue Map: No venue map provided. [Edit](#)  
GPS Coordinates: Latitude -35.10675  
Longitude 147.3654

### Settings

[Edit](#)

Hide member photos? ☒



# Club and District Committees Module



Paul Murray

This session is about the importance of Committees in both District and Club activities.

Committees are the backbone of the Rotary work. The committee's module provides a central location for:

- Identifying the committee organize structure,
- Providing email communication to all members
- Documentation of all key procedures, reports, photographs and other records
- Archiving of the above records for future committees

# Synchronisation with RI

One of the most important features of ClubRunner is that it links with the Rotary International database. This means we only enter data once and can cross check to confirm the data in both systems is correct. The RI Synchronisation program checks for :



Paul Murray

- Matching and updating members in both databases
- Updating details from members Profile

RI Compare and Synchronize for **Wollundry-Wagga Wagga (18121)**

ClubRunner Members Matched at RI

This report displays a comparison of your member list between ClubRunner and Rotary International. Click on Show to view a more detailed comparison of that member's contact details. Note: Members marked with \* have a discrepancy in their name between CR and RI. This will not affect integration as long as the last name and Member ID are correct.

Filter records:  Display  records

Name ▼	ID	CR Member Type	RI Member Type	Last Updated	Actions
Green, Peter	9150152	Active	Member	Jan 06, 2016	Show
Hamilton, James	1832090	Active	Member	Jul 09, 2015	Show
Hawkins, John	3442156	Active	Member	Feb 15, 2017	Show
Hillis, Mark	1669242	Active	Member	Jul 09, 2015	Show
Hodge, David	5699911	Active	Member	Oct 05, 2017	Show
Ingram, Pat *	1077001	Active	Member	Jun 13, 2016	Show
Ireland, John	978549	Active	Member	Apr 11, 2015	Show
Knight, Michael	298173	Active	Member	Feb 01, 2017	Show
Leywood, Nicholas	8272835	Active	Member	Sep 28, 2017	Show
Macgillcuddy, Timothy	8501488	Active	Member	Sep 04, 2017	Show
Mackinnon, Peter	5764148	Active	Member	Apr 30, 2016	Show
Mason, John	8028479	Active	Member	Jan 17, 2017	Show
McCoy, Stephen	6457002	Active	Member	Apr 28, 2013	Show
McIntosh, Phil	6457003	Active	Member	Feb 26, 2017	Show
McMullen, Timothy	9640969	Active	Member	Feb 15, 2017	Show
McNaughton, James	9915297	Active	Member	May 08, 2017	Show
Milde, Paul	2411048	Active	Member	Aug 31, 2016	Show
Morton, Helen	8786847	Staff	Terminated	Jul 22, 2014	Show
Murray, Paul	2411049	Active	Member	Oct 27, 2017	Show
Nicholson, Robert	8986199	Active	Member	Jun 06, 2017	Show
O'Hare, Greg	7015626	Active	Member	Sep 17, 2015	Show
O'Sullivan, Kristoffer	10034255	Active	Member	Sep 04, 2017	Show
Pascoe, Kerry	6743623	Active	Member	Oct 12, 2012	Show
Paton, Wal *	8462778	Active	Member	Jul 20, 2016	Show
Pearson, Robert	8118464	Active	Member	Oct 19, 2014	Show

Showing 26 to 50 of 66 records found

First Previous 1 2 3 Next Last

# Pictures



Paul Murray

“A picture says a thousand words”

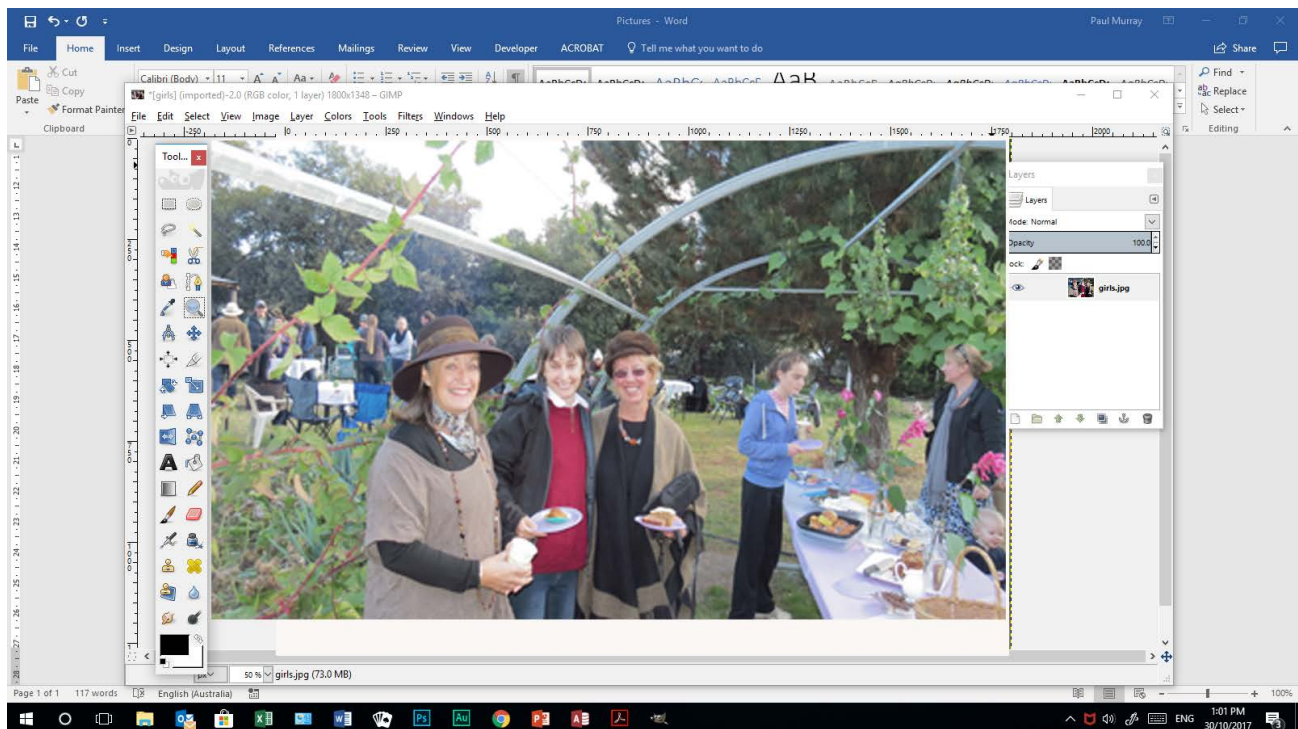
This session is about the importance of pictures in promoting your club. Good quality pictures are vital to presenting a positive Public Image. Pictures appear in:

- the newspaper
- your website
- your bulletin/newsletter
- your facebook page
- should be taken of all members.

It is important for one or several members in your club to have a good basic knowledge of photography and for members to have access to and be familiar with Photo editing software. Each club should have members assigned as club photographers.

The most popular program on the market is Photoshop. However, it is rather expensive. An excellent free alternative is GIMP (**G**raphic **I**Mage **P**rocessor).

In this session we will explore ways to digitally improve your photographs using GIMP.



# Email – Do's and Don'ts



Paul Murray

This session is about managing both ClubRunner emails and your personal emails. Emails have become a part of modern life and at the same time a burden. It is important that we get control of our emails.

There are many emails that should not have been sent, and there are many excellent emails that were not received. We will explore both these problems.

Specific areas will be covered in this session including:

- Central Distribution lists
- Email etiquette
- Email protocol
- Managing your inbox
- Rules
- Signatures


Send	From ▼	paul@paulmurray.com.au
	To...	<a href="mailto:all_rotarians@rotary9700.org.au">all_rotarians@rotary9700.org.au</a>
	Cc...	
	Bcc...	
	Subject	DisTec17

Dear District 9700 Rotarian,


This is an invitation to attend **DisTec17** in Young on November 12<sup>th</sup> 2017.

One of the sessions will provide you with skills to manage this universal, pervasive and time consuming communications system that has gradually entrenched itself within our daily lives.

Hope to see you there,



Paul J. Murray  
 Webmaster, Rotary District 9700  
 Ph: 6928 5562  
 Mobile: 0408 285 562  
 Email: paul@paulmurray.com.au

**Rotary**   
 District 9700

# Social Media



Chair: Geraldine  
Rurenga

This session is about the advent of Social Media including Facebook, Twitter and LinkedIn.



# On Line Conferencing

This session is about the new Zoom software the district is using.



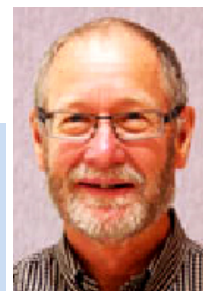
Chair: Geraldine  
Rurenga







# District Directory your Yellow Pages

[Go Back](#)




John McKenzie

July 15, 2017

## Rotary District 9700 Directory

### DG George Weston



<b>Club Presidents</b>	<a href="#"><u>District Website</u></a>	<b>District Governor 2017-18</b>
<b>Club Board Members</b>	<a href="#"><u>District Facebook Page</u></a>	<b>Assistant Governors &amp; Map</b>
<b>All Members by Clubs</b>	<a href="#"><u>Training Videos</u></a>	<b>District Officers &amp; Board</b>
<b>All Members Alphabetical</b>	<b>HELP</b>	<b>SEARCH (Ctrl+F)</b>
<b>Club Information/Details</b>		

NOTE: Blue links are within this directory. Underlined DARK RED links will access the Internet

## WELCOME

[Organisation Chart / Key Contacts](#)  
[What To Send To Whom & Where](#)  
[4-way Test / Mission / Object/ Wheel](#)  
[Brief History Of Rotary](#)  
[RI President 2017 - 18](#)  
[Tree Planting Initiative](#)  
[RI President Elect 2017-18](#)  
[RI Director Zone 8](#)  
[District Governor 2017-18](#)  
[DG Elect \(DG 2018-19\)](#)  
[DG Nominee \(DG 2019-20\)](#)  
[Rotary Down Under](#)  
[Rotary International website](#)  
[South Pacific & Philippines Office](#)  
[Club & District Support](#)  
[Finance & Foundation Contacts](#)  
[Rotary Months](#)  
[Rotarians on National/Int'l Committees](#)  
[Citation goals pamphlet - \*\*Goals worksheet\*\*](#)  
[Major Dates 2017 - 2018](#)  
[District Governor's Club Visits](#)  
[How to login to the District website](#)  
[District Strategic Plan \(2017-2020\)](#)  
[D9700 Constitution](#)  
[Standing Resolutions](#)  
[Scripts for Inductions and PHF Awards](#)  
[Rotary Acronyms](#)  
[Past District Governors](#)  
[2018 District Conference](#)  
[2018 RI Convention - Toronto, Canada](#)

## ADMINISTRATION

[Insurance](#)  
[Website and IT](#)  
[Resolutions Officer](#)  
[Legal Officer](#)  
[Learning & Development](#)  
[Awards Archives & Property](#)  
[Youth Protection](#)  
[Critical Incident Response Team \(CIRT\)](#)

## MEMBERSHIP

[Membership Sustainability Grants](#)  
[Club Visioning](#)  
[Friendship Exchange](#)

## THE ROTARY FOUNDATION

[District and Global Grants](#)  
[End Polio Now](#)  
[Foundation Alumni](#)  
[Paul Harris Society](#)  
[Foundation Scholarships](#)  
[Rotary Peace Fellowships](#)  
[Centurion Club](#)

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## SERVICE PROJECTS

[Rotary Australia World Community Service \(RAWCS\)](#)  
[Australian Rotary Health \(ARH\)](#)  
[Interplast](#)  
[Rotary Oceania Medical Aid for Children \(ROMAC\)](#)  
[Bowelscan](#)  
[Food Plant Solutions](#)  
[Vocational Service](#)  
[ShelterBox Australia](#)  
[Natural Disaster Aid](#)  
[Rotarian Action Group for Endangered Species \(RAGES\)](#)  
[Peace Communities Program](#)  
[Probus Liason](#)  
[Australian Rotary Honours Panel](#)  
[NSW Inspirational Women's Award](#)

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## YOUTH SERVICE

[Model United Nations Assembly \(MUNA\)](#)  
[Youth Exchange](#)  
[Rotary Youth Leadership Awards \(RYLA\)](#)  
[Rotary Youth Program for Enrichment \(RYPEN\)](#)  
[Rotary Youth Driver Awareness \(RYDA\)](#)  
[National Youth Science Forum \(NYSF\)](#)  
[Dream Cricket](#)  
[Interact](#)  
[Rotaract](#)  
[Science and Engineering Challenge](#)

## COMMUNICATIONS & PUBLIC IMAGE

[Public Image](#)  
[Internet Communications](#)  
[District Conference](#)  
[International Convention](#)

NOTE: Underlined dark RED links access the Internet

# Keyboard shortcuts in Windows

[Go Back](#)

Select Product Version

Windows 10 ▼

## Windows 10



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Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse.

### Additional keyboard shortcuts

- [Keyboard shortcuts in apps](#)
- [Windows keyboard shortcuts for accessibility](#)
- [Microsoft Surface Hub keyboard shortcuts](#)
- [Keyboard shortcuts in Continuum for phones](#)




### Copy, paste, and other general keyboard shortcuts

Press this key	To do this
Ctrl + X	Cut the selected item
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Alt + F4	Close the active item, or exit the active app
Windows logo key  + L	Lock your PC
Windows logo key  + D	Display and hide the desktop
F2	Rename the selected item

F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt + F8	Show your password on the sign-in screen
Alt + Esc	Cycle through items in the order in which they were opened
Alt + underlined letter	Perform the command for that letter
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
Alt + Page Up	Move up one screen
Alt + Page Down	Move down one screen
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + A	Select all items in a document or window
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl + R (or F5)	Refresh the active window
Ctrl + Y	Redo an action
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph

Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Ctrl + Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop
Ctrl + Shift with an arrow key	Select a block of text
Ctrl + Esc	Open Start
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl + Spacebar	Turn the Chinese input method editor (IME) on or off
Shift + F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in a document
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task



## Windows logo key keyboard shortcuts

Press this key	To do this
Windows logo key 	Open or close Start
Windows logo key  + A	Open Action center
Windows logo key  + B	Set focus in the notification area

Windows logo  
key  + C

Open Cortana in listening mode

#### Notes

- This shortcut is turned off by default. To turn it on, select **Start**  > **Settings**  > **Cortana**, and turn on the toggle under **Let Cortana listen for my commands when I press the Windows logo key + C**.
- Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use [search](#).

Windows logo  
key  + Shift + C

Open the charms menu

Windows logo  
key  + D

Display and hide the desktop

Windows logo  
key  + Alt + D


Display and hide the date and time on the desktop

Windows logo  
key  + E

Open File Explorer

Windows logo  
key  + F

Open Feedback Hub and take a screenshot

Windows logo  
key  + G

Open Game bar when a game is open

Windows logo  
key  + H

Start dictation

Windows logo  
key  + I

Open Settings

Windows logo  
key  + J

Set focus to a Windows tip when one is available.

When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.

Windows logo  
key  + K

















Open the Connect quick action

Windows logo  
key  + L

Lock your PC or switch accounts







Windows logo

Minimize all windows

key  + M	
Windows logo key  + O	Lock device orientation
Windows logo key  + P	Choose a presentation display mode
Windows logo key  + R	Open the Run dialog box
Windows logo key  + S	Open search
Windows logo key  + T	Cycle through apps on the taskbar
Windows logo key  + U	Open Ease of Access Center
Windows logo key  + V	Cycle through notifications
Windows logo key  + Shift + V	Cycle through notifications in reverse order
Windows logo key  + X	Open the Quick Link menu
Windows logo key  + Y	Switch input between Windows Mixed Reality and your desktop
Windows logo key  + Z	Show the commands available in an app in full-screen mode
Windows logo key  + period (.) or semicolon (;)	Open emoji panel
Windows logo key  + comma (,)	Temporarily peek at the desktop
Windows logo key  + Pause	Display the System Properties dialog box
Windows logo key  + Ctrl + F	Search for PCs (if you're on a network)



Windows logo key  + Shift + M	Restore minimized windows on the desktop
Windows logo key  + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key  + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Windows logo key  + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Windows logo key  + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows logo key  + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
Windows logo key  + Tab	Open Task view
Windows logo key  + Up arrow	Maximize the window
Windows logo key  + Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key  + Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key  + Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key  + Home	Minimize all except the active desktop window (restores all windows on second stroke)
Windows logo key  + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key  + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width

Windows logo key  + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key  + Spacebar	Switch input language and keyboard layout
Windows logo key  + Ctrl + Spacebar	Change to a previously selected input
Windows logo key  + Ctrl + Enter	Open Narrator
Windows logo key  + forward slash (/)	Begin IME reversion
Windows logo key  + Ctrl + V	Open shoulder taps

## Command Prompt keyboard shortcuts

Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text
Ctrl + V (or Shift + Insert)	Paste the selected text
Ctrl + M	Enter Mark mode
Alt + selection key	Begin selection in block mode
Arrow keys	Move the cursor in the direction specified
Page up	Move the cursor by one page up
Page down	Move the cursor by one page down
Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer

Ctrl + End (Mark mode)	Move the cursor to the end of the buffer
Ctrl + Up arrow	Move up one line in the output history
Ctrl + Down arrow	Move down one line in the output history
Ctrl + Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.
Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.

## Dialog box keyboard shortcuts






Press this key	To do this
F4	Display the items in the active list
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move back through tabs
Ctrl + number (number 1–9)	Move to nth tab
Tab	Move forward through options
Shift + Tab	Move back through options
Alt + underlined letter	Perform the command (or select the option) that is used with that letter
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Arrow keys	Select a button if the active option is a group of option buttons

## File Explorer keyboard shortcuts

Press this key	To do this
Alt + D	Select the address bar
Ctrl + E	Select the search box
Ctrl + F	Select the search box
Ctrl + N	Open a new window
Ctrl + W	Close the active window
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder
Num Lock + asterisk (*)	Display all subfolders under the selected folder
Num Lock + plus (+)	Display the contents of the selected folder
Num Lock + minus (-)	Collapse the selected folder
Alt + P	Display the preview panel
Alt + Enter	Open the Properties dialog box for the selected item
Alt + Right arrow	View the next folder
Alt + Up arrow	View the folder that the folder was in
Alt + Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in

End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window


## Virtual desktops keyboard shortcuts

Press this key	To do this
Windows logo key  + Tab	Open Task view
Windows logo key  + Ctrl + D	Add a virtual desktop
Windows logo key  + Ctrl + Right arrow	Switch between virtual desktops you've created on the right
Windows logo key  + Ctrl + Left arrow	Switch between virtual desktops you've created on the left
Windows logo key  + Ctrl + F4	Close the virtual desktop you're using

## Taskbar keyboard shortcuts

Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app
Ctrl + Shift + click a taskbar button	Open an app as an administrator
Shift + right-click a taskbar button	Show the window menu for the app
Shift + right-click a grouped taskbar button	Show the window menu for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

## Settings keyboard shortcuts

Press this key	To do this
Windows logo key  + I	Open settings
Backspace	Go back to the settings home page
Type on any page with search box	Search settings

## Properties

---

Article ID: 12445 - Last Review: 18 Oct 2017 - Revision: 137

Applies to  
Windows 10, Windows 8.1, Windows 7



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# Keyboard shortcuts for Microsoft Word on Windows [Go Back](#)

*Applies To: Word 2016, Word 2013, Word 2010, Word 2007, Word Starter 2010*

This article shows all keyboard shortcuts for Microsoft Word. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse. This article itemizes the keyboard shortcuts for Word on Windows.

Get these keyboard shortcuts in a Word document at this link: [Word 2016 for Windows keyboard shortcuts](#).

## NOTES:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- Commands that require you to press and release multiple keys together are indicated with a plus sign (+). Commands that require you to press multiple keys in order are indicated by a comma (,).

**2016, 2013****2010, 2007**

## In this topic

[Frequently used shortcuts](#)

[Use the keyboard to move around the ribbon](#)

[Keyboard shortcut reference for Microsoft Word](#)

[Function key reference](#)

Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I

---

To do this	Press
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y
Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

---

## Use the keyboard to move around the ribbon

The ribbon is the strip at the top of Word, organized by tabs. Each tab displays a different ribbon. Ribbons are made up of groups, and each group includes one or more commands. You can access every command in Word by using a shortcut.

**NOTE:** Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

There are two ways to move through the tabs in the ribbon:

- To go to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.
- To go directly to a specific tab on the ribbon, use one of the access keys.

---

Use the access keys	▼
Use commands on a ribbon by using the keyboard	▼
Use access keys when you can see the KeyTips	▼
Change focus by using the keyboard instead of a mouse	▼

---

## Keyboard shortcut reference for Microsoft Word

### Create and edit documents

---

Create, view, and save documents	▼
Work with Web content	▼
Print and preview documents	▼
Check spelling and review changes in a document	▼
Find, replace, and go to specific items in the document	▼
Use the keyboard to move around in a document	▼
Insert or mark Table of Contents, footnotes, and citations	▼

---

### Work with documents in different views

Word offers several different views of a document. Each view makes it easier to do certain tasks. For example, Read Mode enables you to present two pages of the document side by side, and to use an arrow to move to the next page.

---

Switch to another view of the document	▼
--	---

---

---

Work with headings in Outline view



---

Move through the document in Read Mode view



---

## Edit and move text and graphics

---

Select text and graphics



---

Extend a selection



---

Delete text and graphics



---

Copy and move text and graphics



---

## Edit and move through tables

---

Select text and graphics in a table



---

Move within a table



---

Insert paragraphs and tab characters in a table



---

## Format characters and paragraphs

---

Format characters



---

Change or resize the font



---

Copy formatting



---

Change paragraph alignment



---

Copy and review text formats



---

Set line spacing



---

Apply styles to paragraphs



---

Insert special characters



---

Insert characters by using character codes

---



## Insert and edit objects

---

Insert an object

---



Edit an object

---



Insert SmartArt graphics

---



Insert WordArt

---



## Mail merge and fields

NOTE: You must press Alt+M, or click **Mailings**, to use these keyboard shortcuts.

---

Perform a mail merge

---



Work with fields

---



## Language Bar

---

Set proofing language

---



Turn on East Asian Input Method Editors

---



## Function key reference

---

Function keys

---



Shift+Function keys

---



Ctrl+Function keys

---



Ctrl+Shift+Function keys

---



---

Alt+Function keys



---

Alt+Shift+Function keys



---

Ctrl+Alt+Function keys



## See also

[Learn how to navigate Word using accessible features](#)

[Basic tasks using a screen reader with Word](#)

## Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the [Microsoft Disability Answer Desk](#) for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the Microsoft Disability Answer Desk site to find out the contact details for your region.

If you are a government, commercial, or enterprise user, please contact [the enterprise Disability Answer Desk](#).



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# Excel keyboard shortcuts and function keys for Windows

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*Applies To: Excel 2016, Excel 2013, Excel 2010, Excel 2007*

Many users find that using an external keyboard with keyboard shortcuts for Excel 2016 on Windows helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen and are an essential alternative to using a mouse. This article itemizes the keyboard shortcuts for Excel 2016 on Windows.

## NOTES:

- The shortcuts in this topic refer to the US keyboard layout. Keys for other layouts might not correspond exactly to the keys on a US keyboard.
- If a shortcut requires pressing two or more keys at the same time, this topic separates the keys with a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).

**2016****2013****2010****2007**

This article describes keyboard shortcuts, function keys, and some other common shortcut keys for Excel 2016. This includes the access keys that you can use for ribbon commands. For Excel Online, see [Keyboard shortcuts in Excel Online](#).

## NOTES:

- To keep this reference available when you work, you may want to print this topic. To print this topic, press Ctrl+P.
- To see an online workbook with this information, [check out our workbook on Docs.com](#). This workbook lets you scroll, sort, and filter for any key combination. And, you can also download it.
- Get these keyboard shortcuts in a Word document at this link: [Excel 2016 for Windows keyboard shortcuts](#)

## Frequently used shortcuts

If you're new to the Ribbon, the information in this section can help you understand the Ribbon's keyboard shortcut model. The Ribbon comes with new shortcuts, called **Key Tips**, which you can make appear when you press the Alt key. The Ribbon groups related commands on tabs. For example, on the Home tab, the Number group includes the Number Format command.

This table lists the most frequently used shortcuts in Excel 2016.

---

To do this	Press
Close a workbook	Ctrl+W
Open a workbook	Ctrl+O
Go to the <b>Home</b> tab	Alt+H
Save a workbook	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z

To do this	Press
Remove cell contents	Delete key
Choose a fill color	Alt+H, H
Cut	Ctrl+X
Go to <b>Insert</b> tab	Alt+N
Bold	Ctrl+B
Center align cell contents	Alt+H, A, then C
Go to <b>Page Layout</b> tab	Alt+P
Go to <b>Data</b> tab	Alt+A
Go to <b>View</b> tab	Alt+W
Open context menu	Shift+F10, or Context key
Add borders	Alt+H, B
Delete column	Alt+H,D, then C
Go to <b>Formula</b> tab	Alt+M
Hide the selected rows	Ctrl+9

**To do this****Press**

Hide the selected columns

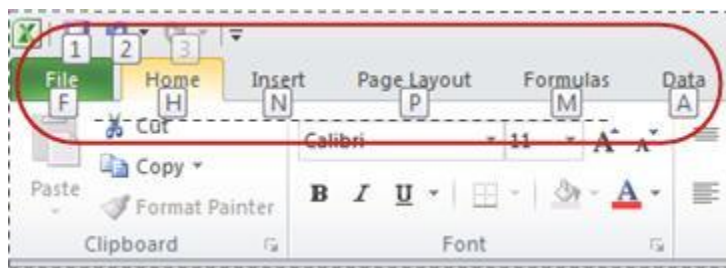
Ctrl+0

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## Ribbon keyboard shortcuts

If you're new to the ribbon, the information in this section can help you understand the ribbon's keyboard shortcut model.

When you press the Alt key, letters appear in small images, called **KeyTips**, next to tabs and commands on the ribbon, as shown in the following image.



You can combine these letters with Alt to make shortcuts called Access Keys for ribbon commands. For example, Alt+H opens the Home tab, and Alt+Q goes to the **Tell me** box.

Press Alt again to see KeyTips for the commands on any tab.

### Access keys for ribbon tabs

To go directly to a tab on the ribbon, press one of the following access keys:

**To do this****Press**

Open the **Tell me** box on the Ribbon and type a search term for assistance or Help content.

Alt+Q, and then enter the search term.

Open the File page and use Backstage view.

Alt+F

To do this	Press
Open the Home tab and format text and numbers and use the Find tool.	Alt+H
Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes.	Alt+N
Open the Page Layout tab and work with themes, page setup, scale, and alignment.	Alt+P
Open the Formulas tab and insert, trace, and customize functions and calculations.	Alt+M
Open the Data tab and connect to, sort, filter, analyze, and work with data.	Alt+A
Open the Review tab and check spelling, add comments, and protect sheets and workbooks.	Alt+R
Open the View tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros.	Alt+W

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## Work in the ribbon with the keyboard

To do this	Press
Select the active tab of the ribbon, and activate the access keys.	Alt or F10. To move to a different tab, use access keys or the arrow keys.

<b>To do this</b>	<b>Press</b>
Move the focus to commands on the ribbon.	Tab or Shift+Tab
Move down, up, left, or right, respectively, among the items on the Ribbon.	The Down Arrow, Up Arrow, Left Arrow, or Right Arrow key
Activate a selected button.	Spacebar or Enter
Open the list for a selected command.	The Down Arrow key
Open the menu for a selected button.	Alt+Down Arrow
When a menu or submenu is open, move to the next command.	Down Arrow key
Expand or collapse the ribbon.	Ctrl+F1
Open a context menu.	Shift+F10  Or, on a Windows keyboard  Context key (between the right Alt and right Ctrl keys)
Move to the submenu when a main menu is open or selected.	Left Arrow key

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## Excel keyboard shortcut reference

### Keyboard shortcuts for navigating in cells

To do this	Press
Move to the previous cell in a worksheet or the previous option in a dialog box.	Shift+Tab
Move one cell up in a worksheet.	Up Arrow key
Move one cell down in a worksheet.	Down Arrow key
Move one cell left in a worksheet.	Left Arrow key
Move one cell right in a worksheet.	Right Arrow key
Move to the edge of the current data region in a worksheet.	Ctrl+arrow key
Enter End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.	End, arrow key
Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.	Ctrl+End
Extend the selection of cells to the last used cell on the worksheet (lower-right corner).	Ctrl+Shift+End
Move to the cell in the upper-left corner of the window when Scroll Lock is turned on.	Home+Scroll Lock
Move to the beginning of a worksheet.	Ctrl+Home
Move one screen down in a worksheet.	Page Down

To do this	Press
Move to the next sheet in a workbook.	Ctrl+Page Down
Move one screen to the right in a worksheet.	Alt+Page Down
Move one screen up in a worksheet.	Page Up
Move one screen to the left in a worksheet.	Alt+Page Up
Move to the previous sheet in a workbook.	Ctrl+Page Up
Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.	Tab
Cycle through floating shapes, such as text boxes or images.	Ctrl+Alt+5, and then the Tab key repeatedly
Exit the floating shape navigation and return to the normal navigation.	Esc

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### Keyboard shortcuts for formatting cells

To do this	Press
Open the Format Cells dialog box.	Ctrl+1
Format fonts in the Format Cells dialog box.	Ctrl+Shift+F or Ctrl+Shift+P



To do this	Press
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Add or edit a cell comment.	Shift+F2
Open the Insert dialog to insert blank cells.	Ctrl+Shift+Plus (+)
Open the Delete dialog box to delete selected cells.	Ctrl+Minus (-)
Enter the current time.	Ctrl+Shift+colon (:)
Enter the current date.	Ctrl+semi-colon (;)
Switch between displaying cell values or formulas in the worksheet.	Ctrl+grave accent (`)
Copy a formula from the cell above the active cell into the cell or the Formula Bar.	Ctrl+apostrophe (')
Move the selected cells.	Ctrl+X
Copy the selected cells.	Ctrl+C
Paste content at the insertion point, replacing any selection.	Ctrl+V
Open the Paste Special dialog box.	Ctrl+Alt+V
Italicize text or remove italic formatting.	Ctrl+I or Ctrl+3

To do this	Press
Bold text or remove bold formatting.	Ctrl+B or Ctrl+2
Underline text or remove underline.	Ctrl+U or Ctrl+4
Apply or remove strikethrough formatting.	Ctrl+5
Switch between hiding objects, displaying objects, and displaying placeholders for objects.	Ctrl+6
Apply an outline border to the selected cells.	Ctrl+Shift+ampersand (&)
Remove the outline border from the selected cells.	Ctrl+Shift+underline ( _ )
Display or hide the outline symbols.	Ctrl+8
Use the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.	Ctrl+D
Apply the General number format.	Ctrl+Shift+tilde (~)
Apply the Currency format with two decimal places (negative numbers in parentheses).	Ctrl+Shift+dollar sign (\$)
Apply the Percentage format with no decimal places.	Ctrl+Shift+percent (%)
Apply the Scientific number format with two decimal places.	Ctrl+Shift+caret (^)

To do this	Press
Apply the Date format with the day, month, and year.	Ctrl+Shift+number sign (#)
Apply the Time format with the hour and minute, and AM or PM.	Ctrl+Shift+at sign (@)
Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	Ctrl+Shift+exclamation point (!)
Open the Insert hyperlink dialog.	Ctrl+K
Check spelling in the active worksheet or selected range.	F7
Display the Quick Analysis options for selected cells that contain data.	Ctrl+Q
Display the Create Table dialog box.	Ctrl+L or Ctrl+T

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## Keyboard shortcuts for making selections and performing actions

To do this	Press
Select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current and next sheet in a workbook.	Ctrl+Shift+Page Down
Select the current and previous sheet in a workbook.	Ctrl+Shift+Page Up

To do this	Press
Extend the selection of cells by one cell.	Shift+arrow key
Extend the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, to the next nonblank cell.	Ctrl+Shift+arrow key
Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off.	Turn extend mode on and use the arrow keys to extend a selection. Press again to turn off. F8
Add a non-adjacent cell or range to a selection of cells by using the arrow keys.	Shift+F8
Start a new line in the same cell.	Alt+Enter
Fill the selected cell range with the current entry.	Ctrl+Enter
Complete a cell entry and select the cell above.	Shift+Enter
Select an entire column in a worksheet.	Ctrl+Spacebar
Select an entire row in a worksheet.	Shift+Spacebar
Select all objects on a worksheet when an object is selected.	Ctrl+Shift+Spacebar
Extend the selection of cells to the beginning of the worksheet.	Ctrl+Shift+Home

To do this	Press
Select the current region if the worksheet contains data. Press a second time to select the current region and its summary rows. Press a third time to select the entire worksheet.	Ctrl+A or Ctrl+Shift+Spacebar
Select the current region around the active cell or select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Select the first command on the menu when a menu or submenu is visible.	Home
Repeat the last command or action, if possible.	Ctrl+Y
Undo the last action.	Ctrl+Z

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## Keyboard shortcuts for working with data, functions, and the formula bar

To do this	Press
Select an entire PivotTable report.	Ctrl+Shift+asterisk (*)
Edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.	F2
Expand or collapse the formula bar.	Ctrl+Shift+U
Cancel an entry in the cell or Formula Bar.	Esc

To do this	Press
Complete an entry in the formula bar and select the cell below.	Enter
Move the cursor to the end of the text when in the formula bar.	Ctrl+End
Select all text in the formula bar from the cursor position to the end.	Ctrl+Shift+End
Calculate all worksheets in all open workbooks.	F9
Calculate the active worksheet.	Shift+F9
Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.	Ctrl+Alt+F9
Check dependent formulas, and then calculate all cells in all open workbooks, including cells not marked as needing to be calculated.	Ctrl+Alt+Shift+F9
Display the menu or message for an Error Checking button.	Alt+Shift+F10
Display the Function Arguments dialog box when the insertion point is to the right of a function name in a formula.	Ctrl+A
Insert argument names and parentheses when the insertion point is to the right of a function name in a formula.	Ctrl+Shift+A
Invoke <b>Flash Fill</b> to automatically recognize patterns in adjacent columns and fill the current column	Ctrl+E
Cycle through all combinations of absolute and relative references in a formula if a cell reference or range is selected.	F4

To do this	Press
Insert a function.	Shift+F3
Copy the value from the cell above the active cell into the cell or the formula bar.	Ctrl+Shift+straight quotation mark (")
Create an embedded chart of the data in the current range.	Alt+F1
Create a chart of the data in the current range in a separate Chart sheet.	F11
Define a name to use in references.	Alt+M, M, D
Paste a name from the Paste Name dialog box (if names have been defined in the workbook).	F3
Move to the first field in the next record of a data form.	Enter
Create, run, edit, or delete a macro.	Alt+F8
Open the Microsoft Visual Basic For Applications Editor.	Alt+F11

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## Function keys

Key	Description
-----	-------------

## Key Description

### F1

- F1 alone: displays the **Excel Help** task pane.
- Ctrl+F1: displays or hides the ribbon.
- Alt+F1: creates an embedded chart of the data in the current range.
- Alt+Shift+F1: inserts a new worksheet.

### F2

- F2 alone: edit the active cell and put the insertion point at the end of its contents. Or, if editing is turned off for the cell, move the insertion point into the formula bar. If editing a formula, toggle Point mode off or on so you can use arrow keys to create a reference.
- Shift+F2: adds or edits a cell comment.
- Ctrl+F2: displays the print preview area on the **Print** tab in the Backstage view.

### F3

- F3 alone: displays the **Paste Name** dialog box. Available only if names have been defined in the workbook.
- Shift+F3: displays the **Insert Function** dialog box.

### F4

- F4 alone: repeats the last command or action, if possible.  
  
When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references.
- Ctrl+F4: closes the selected workbook window.
- Alt+F4: closes Excel.



## Key Description

### F5

- F5 alone: displays the **Go To** dialog box.
- Ctrl+F5: restores the window size of the selected workbook window.

### F6

- F6 alone: switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split , F6 includes the split panes when switching between panes and the ribbon area.
- Shift+F6: switches between the worksheet, Zoom controls, task pane, and ribbon.
- Ctrl+F6: switches to the next workbook window when more than one workbook window is open.

### F7

- F7 alone: Opens the **Spelling** dialog box to check spelling in the active worksheet or selected range.
- Ctrl+F7: performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
- F8 alone: turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection.

### F8

- Shift+F8: enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
- Ctrl+F8: performs the Size command when a workbook is not maximized.
- Alt+F8: displays the Macro dialog box to create, run, edit, or delete a macro.

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## Key Description

### F9

- F9 alone: calculates all worksheets in all open workbooks.
- Shift+F9: calculates the active worksheet.
- Ctrl+Alt+F9: calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
- Ctrl+Alt+Shift+F9: rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
- Ctrl+F9: minimizes a workbook window to an icon.

### F10

- F10 alone: Turns key tips on or off. (Pressing Alt does the same thing.)
- Shift+F10: displays the shortcut menu for a selected item.
- Alt+Shift+F10: displays the menu or message for an Error Checking button.
- Ctrl+F10: maximizes or restores the selected workbook window.

### F11

- F11 alone: Creates a chart of the data in the current range in a separate Chart sheet.
- Shift+F11: inserts a new worksheet.
- Alt+F11: opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

### F12

- F12 alone: displays the **Save As** dialog box.

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## Other useful shortcut keys

Key	Description
Alt	<ul style="list-style-type: none"><li>■ Displays the Key Tips (new shortcuts) on the ribbon.</li></ul> <p>For example,</p> <ul style="list-style-type: none"><li>■ Alt, W, P switches the worksheet to Page Layout view.</li><li>■ Alt, W, L switches the worksheet to Normal view.</li><li>■ Alt, W, I switches the worksheet to Page Break Preview view.</li></ul>
Arrow Keys	<ul style="list-style-type: none"><li>■ Move one cell up, down, left, or right in a worksheet.</li><li>■ Ctrl+Arrow Key moves to the edge of the current data region in a worksheet.</li><li>■ Shift+Arrow Key extends the selection of cells by one cell.</li><li>■ Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</li><li>■ Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</li><li>■ Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</li><li>■ In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</li><li>■ Down Arrow or Alt+Down Arrow opens a selected drop-down list.</li></ul>

Key	Description
Backspace	<ul style="list-style-type: none"><li>■ Deletes one character to the left in the Formula Bar.</li><li>■ Also clears the content of the active cell.</li><li>■ In cell editing mode, it deletes the character to the left of the insertion point.</li></ul>
Delete	<ul style="list-style-type: none"><li>■ Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</li><li>■ In cell editing mode, it deletes the character to the right of the insertion point.</li></ul>
End	<ul style="list-style-type: none"><li>■ End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.</li><li>■ If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</li><li>■ End also selects the last command on the menu when a menu or submenu is visible.</li><li>■ Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</li><li>■ Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</li></ul>

Key	Description
Enter	<ul style="list-style-type: none"><li>■ Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</li><li>■ In a data form, it moves to the first field in the next record.</li><li>■ Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</li><li>■ In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the <b>OK</b> button).</li><li>■ Alt+Enter starts a new line in the same cell.</li><li>■ Ctrl+Enter fills the selected cell range with the current entry.</li><li>■ Shift+Enter completes a cell entry and selects the cell above.</li></ul>
Esc	<ul style="list-style-type: none"><li>■ Cancels an entry in the cell or Formula Bar.</li><li>■ Closes an open menu or submenu, dialog box, or message window.</li><li>■ It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.</li></ul>
Home	<ul style="list-style-type: none"><li>■ Moves to the beginning of a row in a worksheet.</li><li>■ Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.</li><li>■ Selects the first command on the menu when a menu or submenu is visible.</li><li>■ Ctrl+Home moves to the beginning of a worksheet.</li><li>■ Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</li></ul>

Key	Description
Page Down	<ul style="list-style-type: none"><li>■ Moves one screen down in a worksheet.</li><li>■ Alt+Page Down moves one screen to the right in a worksheet.</li><li>■ Ctrl+Page Down moves to the next sheet in a workbook.</li><li>■ Ctrl+Shift+Page Down selects the current and next sheet in a workbook.</li></ul>
Page Up	<ul style="list-style-type: none"><li>■ Moves one screen up in a worksheet.</li><li>■ Alt+Page Up moves one screen to the left in a worksheet.</li><li>■ Ctrl+Page Up moves to the previous sheet in a workbook.</li><li>■ Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.</li></ul>
Spacebar	<ul style="list-style-type: none"><li>■ In a dialog box, performs the action for the selected button, or selects or clears a check box.</li><li>■ Ctrl+Spacebar selects an entire column in a worksheet.</li><li>■ Shift+Spacebar selects an entire row in a worksheet.</li><li>■ Ctrl+Shift+Spacebar selects the entire worksheet.</li><li>■ If the worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing Ctrl+Shift+Spacebar a second time selects the current region and its summary rows. Pressing Ctrl+Shift+Spacebar a third time selects the entire worksheet.</li><li>■ When an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.</li><li>■ Alt+Spacebar displays the <b>Control</b> menu for the Excel window.</li></ul>

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Key	Description
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Tab	<ul style="list-style-type: none"><li>■ Moves one cell to the right in a worksheet.</li><li>■ Moves between unlocked cells in a protected worksheet.</li><li>■ Moves to the next option or option group in a dialog box.</li><li>■ Shift+Tab moves to the previous cell in a worksheet or the previous option in a dialog box.</li><li>■ Ctrl+Tab switches to the next tab in dialog box.</li><li>■ Ctrl+Shift+Tab switches to the previous tab in a dialog box.</li></ul>
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## CTRL combination shortcut keys

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Key	Description
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CTRL+PgUp	Switches between worksheet tabs, from left-to-right.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.
CTRL+SHIFT+(	Unhides any hidden rows within the selection.
CTRL+SHIFT+)	Unhides any hidden columns within the selection.
CTRL+SHIFT+&	Applies the outline border to the selected cells.
CTRL+SHIFT_	Removes the outline border from the selected cells.

Key	Description
CTRL+SHIFT+~	Applies the General number format.
CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL+SHIFT+%	Applies the Percentage format with no decimal places.
CTRL+SHIFT+^	Applies the Exponential number format with two decimal places.
CTRL+SHIFT+#	Applies the Date format with the day, month, and year.
CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.
CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).  In a PivotTable, it selects the entire PivotTable report.
CTRL+SHIFT+:	Enters the current time.
CTRL+SHIFT+"	Copies the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+SHIFT+Plus (+)	Displays the <b>Insert</b> dialog box to insert blank cells.



Key	Description
CTRL+Minus (-)	Displays the <b>Delete</b> dialog box to delete the selected cells.
CTRL+;	Enters the current date.
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet.
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+1	Displays the <b>Format Cells</b> dialog box.
CTRL+2	Applies or removes bold formatting.
CTRL+3	Applies or removes italic formatting.
CTRL+4	Applies or removes underlining.
CTRL+5	Applies or removes strikethrough.
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+0	Hides the selected columns.

Key	Description
CTRL+A	<p>Selects the entire worksheet.</p> <p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the <b>Function Arguments</b> dialog box.</p> <p>CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>
CTRL+B	Applies or removes bold formatting.
CTRL+C	<p>Copies the selected cells.</p> <p>CTRL+C followed by another CTRL+C displays the Clipboard.</p>
CTRL+D	Uses the <b>Fill Down</b> command to copy the contents and format of the topmost cell of a selected range into the cells below.
CTRL+F	<p>Displays the <b>Find and Replace</b> dialog box, with the <b>Find</b> tab selected.</p> <p>SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last <b>Find</b> action.</p> <p>CTRL+SHIFT+F opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.</p>
CTRL+G	<p>Displays the <b>Go To</b> dialog box.</p> <p>F5 also displays this dialog box.</p>
CTRL+H	Displays the <b>Find and Replace</b> dialog box, with the <b>Replace</b> tab selected.

Key	Description
CTRL+I	Applies or removes italic formatting.
CTRL+K	Displays the <b>Insert Hyperlink</b> dialog box for new hyperlinks or the <b>Edit Hyperlink</b> dialog box for selected existing hyperlinks.
CTRL+N	Creates a new, blank workbook.
CTRL+O	Displays the <b>Open</b> dialog box to open or find a file.  CTRL+SHIFT+O selects all cells that contain comments.
CTRL+P	Displays the <b>Print</b> dialog box.  CTRL+SHIFT+P opens the <b>Format Cells</b> dialog box with the <b>Font</b> tab selected.
CTRL+R	Uses the <b>Fill Right</b> command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.
CTRL+S	Saves the active file with its current file name, location, and file format.
CTRL+T	Displays the <b>Create Table</b> dialog box.
CTRL+U	Applies or removes underlining.  CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.

Key	Description
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.  CTRL+ALT+V displays the <b>Paste Special</b> dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
CTRL+W	Closes the selected workbook window.
CTRL+X	Cuts the selected cells.
CTRL+Y	Repeats the last command or action, if possible.
CTRL+Z	Uses the <b>Undo</b> command to reverse the last command or to delete the last entry that you typed.  CTRL+SHIFT+Z uses the <b>Undo</b> or <b>Redo</b> command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.

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## Function keys

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Key	Description
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## Key Description

F1 Displays the **Microsoft Office Excel Help** task pane.

CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface.

ALT+F1 creates a chart of the data in the current range.

ALT+SHIFT+F1 inserts a new worksheet.

F2 Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.

SHIFT+F2 adds or edits a cell comment.

CTRL+F2 displays the Print Preview window.

F3 Displays the **Paste Name** dialog box.

SHIFT+F3 displays the **Insert Function** dialog box.

F4 Repeats the last command or action, if possible.

When a cell reference or range is selected in a formula, F4 cycles through the various combinations of absolute and relative references.

CTRL+F4 closes the selected workbook window.

F5 Displays the **Go To** dialog box.

CTRL+F5 restores the window size of the selected workbook window.

## Key Description

- F6 Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (**View** menu, **Manage This Window**, **Freeze Panes**, **Split Window** command), F6 includes the split panes when switching between panes and the Ribbon area.

SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon.

CTRL+F6 switches to the next workbook window when more than one workbook window is open.

- F7 Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range.

CTRL+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.

- F8 Turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection.

SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.

CTRL+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.

ALT+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.

- F9 Calculates all worksheets in all open workbooks.

SHIFT+F9 calculates the active worksheet.

CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.

CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

CTRL+F9 minimizes a workbook window to an icon.

## Key      Description

F10    Turns key tips on or off.

SHIFT+F10 displays the shortcut menu for a selected item.

ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.

CTRL+F10 maximizes or restores the selected workbook window.

F11    Creates a chart of the data in the current range.

SHIFT+F11 inserts a new worksheet.

ALT+F11 opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

F12    Displays the **Save As** dialog box.

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## Other useful shortcuts

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### Key              Description

Key	Description
ARROW KEYS	<p>Move one cell up, down, left, or right in a worksheet.</p> <p>CTRL+ARROW KEY moves to the edge of the current data region in a worksheet.</p> <p>SHIFT+ARROW KEY extends the selection of cells by one cell.</p> <p>CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these keys navigate the tab buttons.</p> <p>DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a Ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.</p>
BACKSPACE	<p>Deletes one character to the left in the Formula Bar.</p> <p>Also clears the content of the active cell.</p> <p>In cell editing mode, it deletes the character to the left of the insertion point.</p>
DELETE	<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</p> <p>In cell editing mode, it deletes the character to the right of the insertion point.</p>



Key	Description
END	<p>Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.</p> <p>Also selects the last command on the menu when a menu or submenu is visible.</p> <p>CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.</p> <p>CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</p>
ENTER	<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</p> <p>In a data form, it moves to the first field in the next record.</p> <p>Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</p> <p>In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the <b>OK</b> button).</p> <p>ALT+ENTER starts a new line in the same cell.</p> <p>CTRL+ENTER fills the selected cell range with the current entry.</p> <p>SHIFT+ENTER completes a cell entry and selects the cell above.</p>
ESC	<p>Cancels an entry in the cell or Formula Bar.</p> <p>Closes an open menu or submenu, dialog box, or message window.</p> <p>It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.</p>

Key	Description
HOME	<p>Moves to the beginning of a row in a worksheet.</p> <p>Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.</p> <p>Selects the first command on the menu when a menu or submenu is visible.</p> <p>CTRL+HOME moves to the beginning of a worksheet.</p> <p>CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.</p>
PAGE DOWN	<p>Moves one screen down in a worksheet.</p> <p>ALT+PAGE DOWN moves one screen to the right in a worksheet.</p> <p>CTRL+PAGE DOWN moves to the next sheet in a workbook.</p> <p>CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.</p>
PAGE UP	<p>Moves one screen up in a worksheet.</p> <p>ALT+PAGE UP moves one screen to the left in a worksheet.</p> <p>CTRL+PAGE UP moves to the previous sheet in a workbook.</p> <p>CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.</p>

Key	Description
SPACEBAR	<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p> <p>CTRL+SPACEBAR selects an entire column in a worksheet.</p> <p>SHIFT+SPACEBAR selects an entire row in a worksheet.</p> <p>CTRL+SHIFT+SPACEBAR selects the entire worksheet.</p> <ul style="list-style-type: none"><li>■ If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.</li><li>■ When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.</li></ul> <p>ALT+SPACEBAR displays the <b>Control</b> menu for the Microsoft Office Excel window.</p>
TAB	<p>Moves one cell to the right in a worksheet.</p> <p>Moves between unlocked cells in a protected worksheet.</p> <p>Moves to the next option or option group in a dialog box.</p> <p>SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.</p> <p>CTRL+TAB switches to the next tab in dialog box.</p> <p>CTRL+SHIFT+TAB switches to the previous tab in a dialog box.</p>

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[Detect errors in formulas](#)

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# Top 10 Search Engine Tips

This article is also available as a [PDF download](#).

## 1: Use unique, specific terms

It is simply amazing how many Web pages are returned when performing a search. You might guess that the terms [blue dolphin](#) are relatively specialized. A Google search of those terms returned 2,440,000 results! To reduce the number of pages returned, use *unique* terms that are *specific* to the subject you are researching.

## 2: Use the minus operator (-) to narrow the search

How many times have you searched for a term and had the search engine return something totally unexpected? Terms with multiple meanings can return a lot of unwanted results. The rarely used but powerful minus operator, equivalent to a Boolean NOT, can remove many unwanted results. For example, when searching for the insect [caterpillar](#), references to the company Caterpillar, Inc. will also be returned. Use [Caterpillar -Inc](#) to exclude references to the company or [Caterpillar -Inc -Cat](#) to further refine the search.

## 3: Use quotation marks for exact phrases

I often remember parts of phrases I have seen on a Web page or part of a quotation I want to track down. Using quotation marks around a phrase will return only those exact words in that order. It's one of the best ways to limit the pages returned. Example: ["Be nice to nerds"](#). Of course, you must have the phrase exactly right — and if your memory is as good as mine, that can be problematic.

## 4: Don't use common words and punctuation

Common terms like *a* and *the* are called [stop words](#) and are usually ignored. Punctuation is also typically ignored. But there are exceptions. Common words and punctuation marks *should* be used when searching for a specific phrase inside quotes. There are cases when common words like *the* are significant. For instance, [Raven](#) and [The Raven](#) return entirely different results.

## 5: Capitalization

Most search engines do not distinguish between uppercase and lowercase, even within quotation marks. The following are all equivalent:

- technology
- Technology
- TECHNOLOGY

- "technology"
- "Technology"

## 6: Drop the suffixes

It's usually best to enter the base word so that you don't exclude relevant pages. For example, *bird* and not *birds*, *walk* and not *walked*. One exception is if you are looking for sites that focus on the act of walking, enter the whole term *walking*.

## 7: Maximize AutoComplete

Ordering search terms from general to specific in the search box will display helpful results in a drop-down list and is the most efficient way to use AutoComplete. Selecting the appropriate item as it appears will save time typing. You have several choices for how the AutoComplete feature works:

**Use Google AutoComplete.** The standard [Google start page](#) will display a drop-down list of suggestions supplied by the Google search engine. This option can be a handy way to discover similar, related searches. For example, typing in *Tucson fast* will not only bring up the suggestion *Tucson fast food* but also *Tucson fast food coupons*. **Use browser AutoComplete.** Use this [Google start page](#) to disable the Google AutoComplete feature and display a list of *your* previous searches in a drop-down box. I find this particularly useful when I've made dozens of searches in the past for a particular item. The browser's AutoComplete feature must be turned on for this option to work. Click one of these links for instructions detailing how to turn AutoComplete on or off in [I.E.](#) and [Firefox](#).

Examples:

- Visual Basic statement case
- Visual Basic statement for
- Visual Basic call

## 8: Customize your searches

There are several other less well known ways to limit the number of results returned and reduce your search time:

- **The plus operator (+):** As mentioned above, stop words are typically ignored by the search engine. The plus operator tells the search engine to include those words in the result set. Example: [tall](#) [+and](#) [short](#) will return results that include the word *and*.
- **The tilde operator (~):** Include a tilde in front of a word to return results that include synonyms. The tilde operator does not work well for all terms and sometimes not at all. A search for *~CSS* includes the

synonym *style* and returns fashion related style pages —not exactly what someone searching for CSS wants. Examples: [~HTML](#) to get results for *HTML* with synonyms; [~HTML -HTML](#) to get synonyms only for *HTML*.

- **The wildcard operator (\*):** Google calls it the *fill in the blank* operator. For example, [amusement \\*](#) will return pages with *amusement* and any other term(s) the Google search engine deems relevant. You can't use wildcards for parts of words. So for example, *amusement p\** is invalid.
- **The OR operator (OR) or (|):** Use this operator to return results with either of two terms. For example [happy joy](#) will return pages with both *happy* and *joy*, while [happy | joy](#) will return pages with either *happy* or *joy*.
- **Numeric ranges:** You can refine searches that use numeric terms by returning a specific range, but you must supply the unit of measurement. Examples: [Windows XP 2003..2005](#), [PC \\$700 \\$800](#).
- **Site search:** Many Web sites have their own site search feature, but you may find that Google site search will return more pages. When doing research, it's best to go directly to the source, and site search is a great way to do that. Example: [site:www.intel.com rapid storage technology](#).
- **Related sites:** For example, [related:www.youtube.com](#) can be used to find sites similar to YouTube.
- **Change your preferences:** Search preferences can be set globally by clicking on the gear icon in the upper-right corner and selecting Search Settings. I like to change the Number Of Results option to 100 to reduce total search time.
- **Forums-only search:** Under the Google logo on the left side of the search result page, click More | Discussions or go to [Google Groups](#). Forums are great places to look for solutions to technical problems.
- **Advanced searches:** Click the Advanced Search button by the search box on the Google start or results page to refine your search by date, country, amount, language, or other criteria.
- **Wonder Wheel:** The Google Wonder Wheel can visually assist you as you refine your search from general to specific. Here's how to use this tool:
  1. Click on More Search Tools | Wonder Wheel in the lower-left section of the screen (**Figure A**) to load the Wonder Wheel page.
  2. Click on dbms tutorial (**Figure B**).

**Figure A**



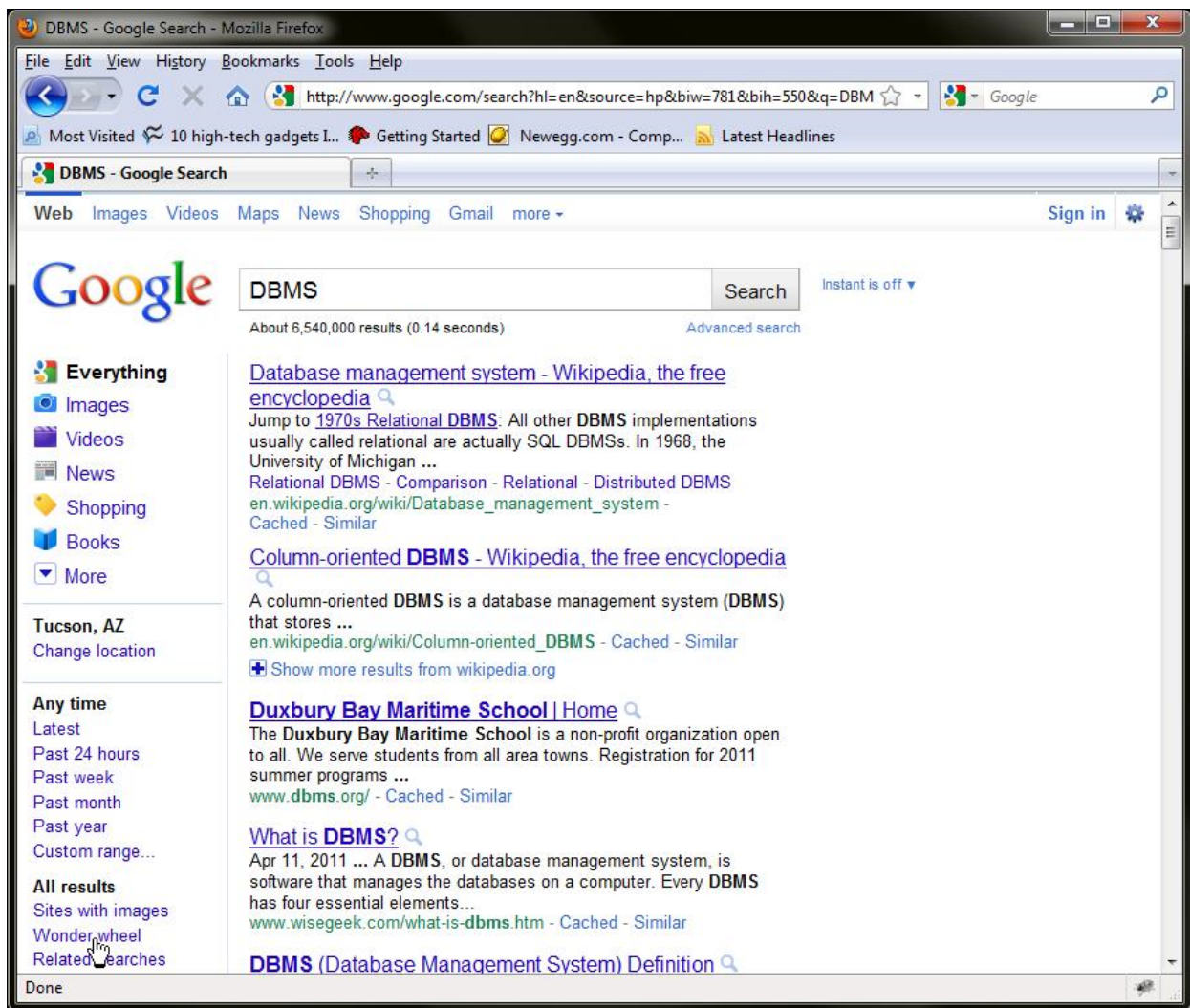
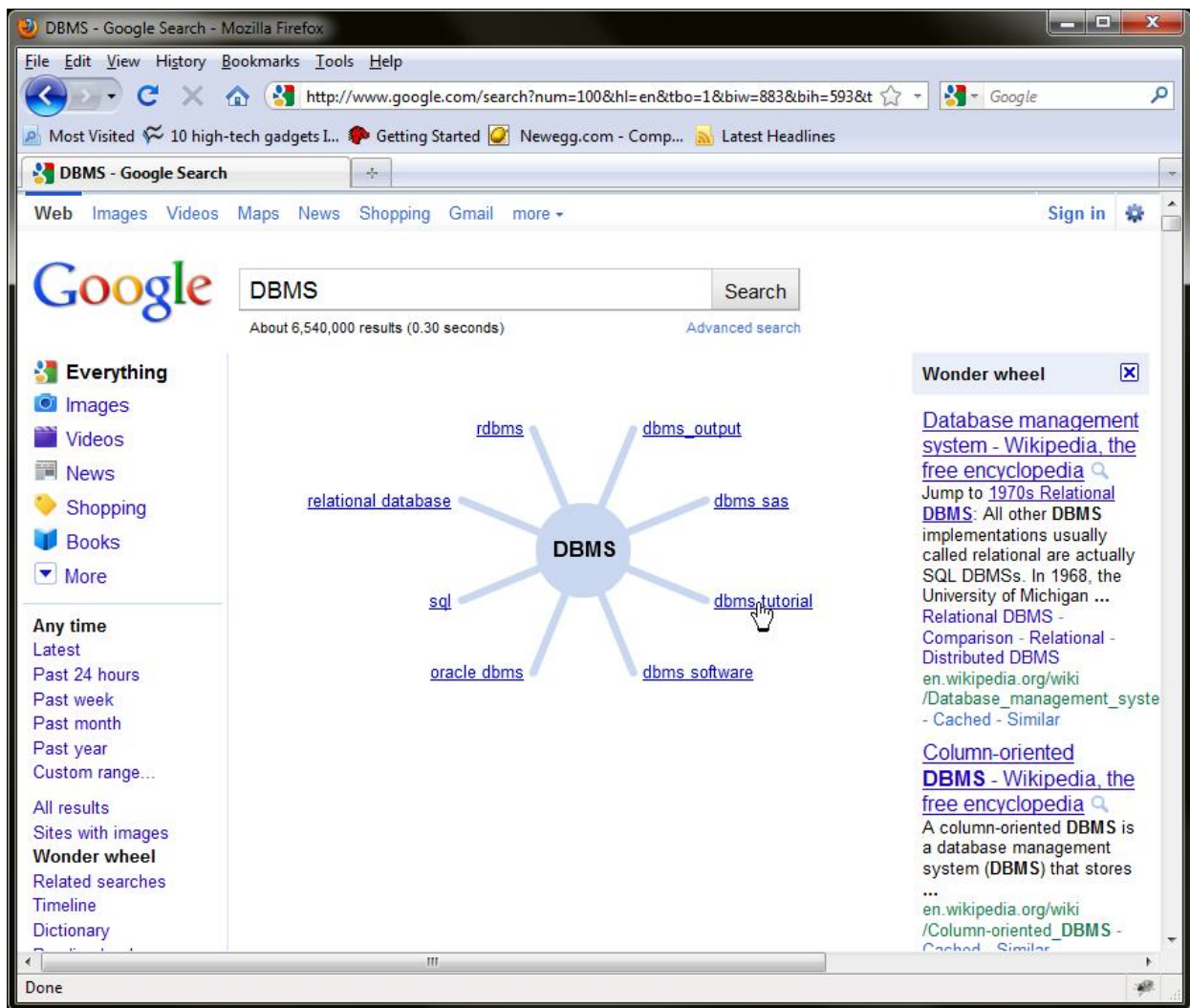
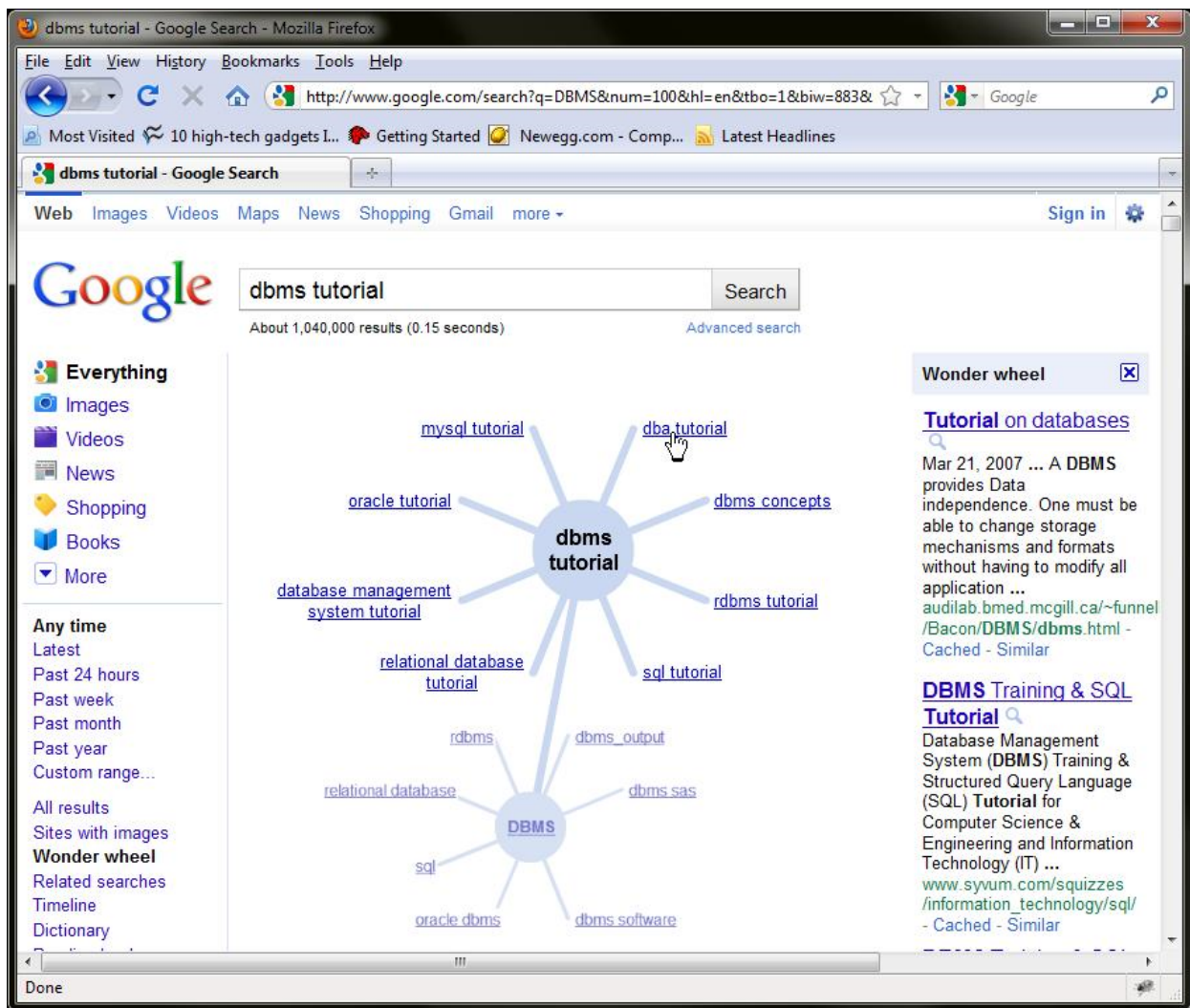


Figure B



As you can see in **Figure C**, Google now displays two wheels showing the DBMS and dbms tutorial Wonder Wheels, with the results for dbms tutorial on the right side of the page. You can continue drilling down the tree to further narrow your search. Click the Close button at the top of the results to remove the Wonder Wheel(s).

**Figure C**



## 9: Use browser history

Many times, I will be researching an item and scanning through dozens of pages when I suddenly remember something I had originally dismissed as being irrelevant. How do you quickly go back to that Web site? You can try to remember the exact words used for the search and then scan the results for the right site, but there is an easier way. If you can remember the general date and time of the search you can look through the [browser history](#) to find the Web page.

## 10: Set a time limit — then change tactics

Sometimes, you *never can* find what you are looking for. Start an internal clock, and when a certain amount of time has elapsed without results, stop beating your head against the wall. It's time to try something else:

- Use a different search engine, like [Yahoo!](#), [Bing](#), [Startpage](#), or [Lycos](#).
- Ask a peer.
- Call support.
- Ask a question in the appropriate forum.

- Use [search experts](#) who can find the answer for you.

### **The bottom line**

A tool is only as useful as the typing fingers wielding it. Remember that old acronym GIGO, *garbage in, garbage out*? Search engines will try to place the most relevant results at the top of the list, but if your search terms are too broad or ambiguous, the results will not be helpful. It is your responsibility to learn how to make your searches both fast and effective.

The Internet is the great equalizer for those who know how to use it efficiently. Anyone can now easily find facts using a search engine instead of dredging them from the gray matter dungeon — assuming they know a few basic tricks. Never underestimate the power of a skilled search expert.

# Top 10 free PC programs everyone should have

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Updated: 06/16/2017 by Computer Hope



There are millions of free and open source projects available, many of them better than any commercially available product. Below is a short listing of what we think are the best out there, broken down into ten categories.

## Antivirus and malware protection

Most PC users realize that they need protection on their computer or may have an installed antivirus program from their computer manufacturer. What most don't realize is that there are free programs that are just as good and in some cases better than the commercial products. Below are our recommendations.

**Antivirus program:** [Avast!](#)

**Malware and Spyware protection:** [Malwarebytes](#)

## Backup solutions

There are dozens of free and commercially available backup programs for computers. Unfortunately, many of those backups are stored locally, meaning if your house were to catch fire, get robbed, or if you lost your backup discs, all your data would be lost. To avoid loss of important data, we suggest users use online backup services.

**Online backup solution:** [Mozy](#) or [Dropbox](#)

## Browsers

Although Microsoft Internet Explorer comes pre-installed on Windows computers. There are several excellent free alternatives that everyone should try. These free alternatives can often be faster, have more options, and in many cases be more secure than Internet Explorer.

**Internet Browser:** [Mozilla Firefox](#) or [Google Chrome](#)

## Compression utility

When downloading files on the Internet you'll eventually encounter a .zip, .rar, or other compressed file. Dealing with these files can be easy with our below free file compression utility.

**File compression utility:** [7-Zip](#)

## Disc ripper and creation utility

Creating an audio or data CD/DVD, ripping the data from an audio CD, or creating a CD from a .ISO file can also be done freely using our below free recommendation.

**CD burner utility:** [CDBurnerXP](#)

## E-mail

E-mail is yet another service that can be done freely. Most users today use online e-mail solutions like the one listed below. However, for those still using an e-mail client such as Microsoft Outlook we strongly suggest one or both of the below suggestions.

**E-mail client:** [Mozilla Thunderbird](#)

**Online e-mail:** [Gmail](#)

## FTP, SFTP, and SSH Utility

Users who maintain their own web page or need to upload or download files to or from a server have to use an FTP utility or an SSH client. There are many commercial programs capable of doing this but our below free recommendations beats them all.

**FTP client:** [Filezilla](#)

**SSH client:** [MobaXterm](#) and [Putty](#)

## Image editor, paint program, and picture organizer



There are many great free solutions for editing, creating, and organizing your images on your computer. Many of the programs capable of doing these tasks can be several hundred dollars, but all of the below programs are completely free.

**Image editor:** [GIMP](#)

**Paint program:** [Paint.net](#)

**Picture organizer:** [Google Photos](#)

## Multimedia

There are dozens of different multimedia programs with different capabilities and limitations. Below are our top free multimedia programs for watching video files and recording audio.

**Audio editing and creating tool:** [Audacity](#)

**Video and DVD Player:** [VLC](#) and [MPC-HC](#)

## Office Suite

An Office suite such as Microsoft Office is often one of the most expensive programs that a user can install on their computer. Why install these expensive programs when there are free solutions that are just as good.

**Office suite:** [OpenOffice](#)

**Notepad and Source code editor:** [Notepad++](#)

# What are the F1 through F12 keys?

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Updated: 08/08/2017 by Computer Hope

Commonly known as **function keys** on a computer keyboard, F1 through F12 may have a variety of different uses or no use at all. The operating system installed on the computer and the software program that is currently open dictates how each of these keys operate. A program is capable of not only using each of the function keys, but also combining the function keys with the [Alt](#) or [Ctrl](#) key. For example, Microsoft Windows users can press Alt+F4 to close the currently active program.



**Note:** Some keyboards' F1-F12 keys include additional functionality when used in combination with the [Fn](#) key, which is usually located near Ctrl. For example, if the F11 key has a blue "Stop" sign under it, pressing Fn + F11 will stop the music you're listening too. The additional functions available with the use of the Fn key will differ depending on the brand of keyboard being used. Please check your computer's documentation or manufacturer's website for specific details on which features are available on your keyboard.

**Tip:** Some computers may automatically enable the Fn key for accessing the special functions on the F1 through F12 keys. You may be able to turn off the Fn key by accessing the keyboard settings in the [Control Panel](#).

**Note:** If your keyboard does not have a row of function keys, they are probably set up as secondary functions on other keys, similar to the Fn situation outlined above. Some laptop keyboards are set up this way to save space.

Below is a listing of some of the more common functions of the functions keys for Microsoft Windows and Microsoft applications, as well as some for [macOS](#). As mentioned above, not all programs support these function keys and the function keys on your keyboard may perform different tasks than those mentioned below.



**Tip:** If you are looking for specific shortcut keys and function key examples, please visit our [shortcut keys](#) page.

## F1

- Almost always used as the help key, almost every program opens a help screen when this key is pressed.
- Enter [CMOS Setup](#).
- [Windows Key](#) + F1 would open the Microsoft Windows help and support center.
- Open the [Task Pane](#).

## F2

- In Windows renames a highlighted [icon](#), [file](#), or [folder](#) in all versions of Windows.
- In [Microsoft Excel](#) edits the current [active cell](#).
- Alt+Ctrl+F2 opens document window in [Microsoft Word](#).
- Ctrl+F2 displays the print preview window in Microsoft Word.
- Quickly [rename](#) a selected file or folder.
- Enter [CMOS Setup](#).

## F3

- Often opens a search feature for many programs including Microsoft Windows when at the [Windows Desktop](#).
- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift+F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
- [Windows Key](#) + F3 opens the Advanced find window in Microsoft Outlook.
- In [Windows Explorer](#) start the search function.
- Open [Mission Control](#) on an Apple computer running macOS X.

## F4

- Open find window in Windows 95 to XP.
- Open the [address bar](#) in [Windows Explorer](#) and [Internet Explorer](#).
- Repeat the last action performed (Word 2000+).
- Alt+F4 closes the program window currently active in Microsoft Windows.
- Ctrl+F4 closes the open window within the current active window in Microsoft Windows.

## F5

- In all modern [Internet browsers](#), pressing F5 will [refresh](#) or reload the page or document window.
- Ctrl+F5 forces a complete refresh of the web page, clearing the cache and downloading all contents of the page again
- Refresh the list of contents in a folder.
- Open the find, replace, and go to window in Microsoft Word.
- Starts a slideshow in PowerPoint.

## F6

- Move the cursor to the [address bar](#) in [Internet Explorer](#), [Mozilla Firefox](#), and most other Internet browsers.
- Ctrl+Shift+F6 opens to another open Microsoft Word document.

- Reduce laptop speaker volume (on some laptops).

## F7

- Commonly used to [spell check](#) and [grammar check](#) a document in Microsoft programs such as Microsoft Word, Outlook, etc.
- Shift+F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret browsing in Mozilla Firefox.
- Increase laptop speaker volume (on some laptops).

## F8

- Function key used to enter the Windows startup menu, commonly used to access Windows [Safe Mode](#).
- Used by some computers to access the Windows recovery system, but may require a Windows installation CD.
- Displays a thumbnail image for all workspaces in macOS.

## F9

- [Refresh](#) document in [Microsoft Word](#).
- Send and receive e-mail in [Microsoft Outlook](#).
- Opens the Measurements toolbar in Quark 5.0.
- Reduce laptop screen brightness (on some laptops).
- With macOS 10.3 or later, displays a thumbnail for each window in a single workspace.
- Using the [Fn key](#) and F9 at the same time opens [Mission Control](#) on an Apple computer running macOS X.

## F10

- In Microsoft Windows activates the [menu bar](#) of an open application.
- Shift+F10 is the same as [right-clicking](#) on a highlighted icon, file, or Internet link.
- Access the [hidden recovery partition](#) on Compaq, HP, and Sony computers.
- Enter [CMOS Setup](#) on some computers.
- Increase laptop screen brightness (on some laptops)
- With macOS 10.3 or later, shows all open Windows for the active program.

## F11

- Enter and exit [fullscreen](#) mode in all modern [Internet browsers](#).
- Ctrl+F11 as computer is starting to access the [hidden recovery partition](#) on many Dell computers.
- Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.
- With macOS 10.4 or later, hides all open windows and shows the [Desktop](#).

## F12

- Open the Save as window in [Microsoft Word](#).
- Ctrl+F12 opens a document In Word.
- Shift+F12 saves the Microsoft Word document (like Ctrl+S).
- Ctrl+Shift+F12 prints a document in Microsoft Word.
- Preview a page in Microsoft Expression Web.
- Open [Firebug](#) or browser debug tool.
- With an Apple running macOS 10.4 or later, F12 shows or hides the [Dashboard](#).

- Access the list of bootable devices on a computer at startup, allowing you to select a different device to boot from (hard drive, CD or DVD drive, floppy drive, USB drive, and network).

## F13 - F15

- On newer Apple keyboards the F13, F14, and F15 may be shown in place of the [Print Screen key](#), [Scroll lock key](#), and [Pause key](#).

## F16 - F19

- On newer Apple keyboards the F16, F17, F18, and F19 keys are above the [number pad](#).

## F13 - F24

- Early IBM computers also had keyboards with F13 through F24 keys. However, because these keyboards are no longer used, they are not listed on this page.

## Additional information

- [Computer keyboard keys and explanations](#).
- [Computer keyboard shortcuts](#)
- See the [function keys](#) definition for further information about this term and related terms.
- What to do if the [function keys are not working](#)



# ASCII Character Codes Table & Cheat Sheet

Special Chars		Upper Case		Lower Case		Extended ASCII	
9	\t (Tab)	65	<b>A</b>	97	<b>a</b>	128	€ &#128;
10	\n (NL)	66	<b>B</b>	98	<b>b</b>	129	□ &#129;
13	\r (CR)	67	<b>C</b>	99	<b>c</b>	130	, &#130;
32	Space	68	<b>D</b>	100	<b>d</b>	131	<b>f</b> &#131;
33	!	69	<b>E</b>	101	<b>e</b>	132	„ &#132;
34	"	70	<b>F</b>	102	<b>f</b>	133	... &#133;
35	#	71	<b>G</b>	103	<b>g</b>	134	† &#134;
36	\$	72	<b>H</b>	104	<b>h</b>	135	‡ &#135;
37	%	73	<b>I</b>	105	<b>i</b>	136	^ &#136;
38	&	74	<b>J</b>	106	<b>j</b>	137	‰ &#137;
39	'	75	<b>K</b>	107	<b>k</b>	138	Š &#138;
40	(	76	<b>L</b>	108	<b>l</b>	139	< &#139;
41	)	77	<b>M</b>	109	<b>m</b>	140	Œ &#140;
42	*	78	<b>N</b>	110	<b>n</b>	141	□ &#141;
43	+	79	<b>O</b>	111	<b>o</b>	142	Ž &#142;
44	,	80	<b>P</b>	112	<b>p</b>	143	□ &#143;
45	-	81	<b>Q</b>	113	<b>q</b>	144	□ &#144;
46	.	82	<b>R</b>	114	<b>r</b>	145	` &#145;
47	/	83	<b>S</b>	115	<b>s</b>	146	' &#146;
48	0	84	<b>T</b>	116	<b>t</b>	147	" &#147;
49	1	85	<b>U</b>	117	<b>u</b>	148	" &#148;
50	2	86	<b>V</b>	118	<b>v</b>	149	• &#149;
51	3	87	<b>W</b>	119	<b>w</b>	150	– &#150;
52	4	88	<b>X</b>	120	<b>x</b>	151	— &#151;
53	5	89	<b>Y</b>	121	<b>y</b>	152	~ &#152;
54	6	90	<b>Z</b>	122	<b>z</b>	153	™ &#153;
55	7					154	š &#154;
56	8					155	> &#155;
57	9					156	œ &#156;
58	:					157	□ &#157;
59	;					158	ž &#158;
60	<					159	Ÿ &#159;
61	=					160	&#160;
62	>					161	ı &#161;
63	?					162	¢ &#162;
64	@					163	£ &#163;
91	[					164	¤ &#164;
92	\					165	¥ &#165;
93	]					166	! &#166;
94	^					167	§ &#167;
95	_					168	¨ &#168;
96	`					169	© &#169;

170	<b>ª</b>	&#170;
171	<b>«</b>	&#171;
172	<b>¬</b>	&#172;
173		&#173;
174	<b>®</b>	&#174;
175	<b>—</b>	&#175;
176	<b>°</b>	&#176;
177	<b>±</b>	&#177;
178	<b>²</b>	&#178;
179	<b>³</b>	&#179;
180	<b>´</b>	&#180;
181	<b>µ</b>	&#181;
182	<b>¶</b>	&#182;
183	<b>·</b>	&#183;
184	<b>,</b>	&#184;
185	<b>¹</b>	&#185;
186	<b>º</b>	&#186;
187	<b>»</b>	&#187;
188	<b>¼</b>	&#188;
189	<b>½</b>	&#189;
190	<b>¾</b>	&#190;
191	<b>¿</b>	&#191;
192	<b>À</b>	&#192;
193	<b>Á</b>	&#193;
194	<b>Â</b>	&#194;
195	<b>Ã</b>	&#195;
196	<b>Ä</b>	&#196;
197	<b>Å</b>	&#197;
198	<b>Æ</b>	&#198;
199	<b>Ç</b>	&#199;
200	<b>È</b>	&#200;
201	<b>É</b>	&#201;
202	<b>Ê</b>	&#202;
203	<b>Ë</b>	&#203;
204	<b>Ì</b>	&#204;
205	<b>Í</b>	&#205;
206	<b>Î</b>	&#206;
207	<b>Ï</b>	&#207;
208	<b>Ð</b>	&#208;
209	<b>Ñ</b>	&#209;
210	<b>Ò</b>	&#210;
211	<b>Ó</b>	&#211;
212	<b>Ô</b>	&#212;
213	<b>Õ</b>	&#213;
214	<b>Ö</b>	&#214;

**ASCII Character Codes CheatSheet**© 2005-2017 [Pete Freitag](http://www.petefreitag.com)

215	×	&#215;
216	Ø	&#216;
217	Ù	&#217;
218	Ú	&#218;
219	Û	&#219;
220	Ü	&#220;
221	Ý	&#221;
222	Þ	&#222;
223	Ë	&#223;
224	à	&#224;
225	á	&#225;
226	â	&#226;
227	ã	&#227;
228	ä	&#228;
229	å	&#229;
230	æ	&#230;
231	ç	&#231;
232	è	&#232;
233	é	&#233;
234	ê	&#234;
235	ë	&#235;
236	ì	&#236;
237	í	&#237;
238	î	&#238;
239	ï	&#239;
240	ð	&#240;
241	ñ	&#241;
242	ò	&#242;
243	ó	&#243;
244	ô	&#244;
245	õ	&#245;
246	ö	&#246;
247	÷	&#247;
248	ø	&#248;
249	ù	&#249;
250	ú	&#250;
251	û	&#251;
252	ü	&#252;
253	ý	&#253;