

## *Ergonomics and You*



## *Your Posture Tutor*

General Keyboard Shortcuts	
Alt + Tab	Toggle between applications at the bottom of the screen
Alt + Shift + Tab	Toggle backward between applications
Ctrl + Tab	Toggle between internet pages
Ctrl + Shift + Tab	Toggle backwards between internet pages
Ctrl + T	Opens up a tab on a web page
Alt + T + O	Put in the websites that you open each day so it is automatic when you open your web browser.
Windows key	Opens the Start menu, then click on the first letter of where you are going such as "I" for IE or "M" Microsoft Office
Windows key + M	Minimize all pages
Alt + Spacebar + N	Minimize 1 page at a time
Alt + Spacebar + X	Maximize a page
Alt + F4	Closes an active program
Windows key + E	Windows Explorer – locate your documents on the server
Shift + Arrow keys	Highlights text
Ctrl + A	Select all text
Ctrl + Shift + Arrow keys	Select a word
Ctrl + Shift + Down Arrow key	Select a paragraph
Home	Goes to the beginning of the <u>line</u>
End	Goes to the end of the <u>line</u>
Ctrl + home	Goes to beginning of <u>document</u>
Ctrl + end	Goes to end of <u>document</u>
Ctrl + S	Save
Alt + F + A	Save as

Ctrl + P	Print
Alt + F + V	Print Preview
Alt + F + U	Page Setup
Ctrl + A	Select all
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + E	Center
Ctrl + ] (right bracket)	Increase font
Ctrl + [ (left bracket)	Decrease font
Ctrl + Shift + A	ALL CAPS
<b>Word Keyboard Shortcuts</b>	
ALT key	Opens “key tips”, letter keys associated with the commands on the “ribbon” or tool bar at the top of the display. Examples: H = home, N = insert
F1	Help menu
Ctrl + F1	Minimize the ribbon on the top of the page
<b>Excel Keyboard Shortcuts</b>	
F1	Help menu
F2	Edit active cell
Shift + arrow keys	Highlight cells
Ctrl + Spacebar + Arrow keys	Select a column(s)
Shift + Spacebar + Arrow keys	Select a row(s)
ALT key	Opens “key tips”, letter keys associated with the commands on the “ribbon” or tool bar at the top of the display.
Ctrl + F1	Minimize the ribbon on the top of the page
Ctrl + Page Up/Page Down	Switches between your folders/sheets at the bottom of the page
Shift + Page Up/Page Down	Moves up and down on the page

Alt + Page Up/Page Down	Moves left and right on the page
<b>Microsoft Outlook Keyboard Shortcuts</b>	
Ctrl + N	New Message
Ctrl + R	Reply to message
Ctrl + Shift + R	Reply to all
Ctrl + F	Forward message
Ctrl + Enter or Alt + S	Send message
Ctrl + Shift + V or right click key + M	Move to a folder
Arrow keys	Go to previous or next message
Ctrl + Shift+ G	Flag for follow-up
ESC	Go back to the inbox or previous function
F9	Refresh your inbox
Home	Top of e-mail
End	Bottom of e-mail
ALT key	Opens “key tips”, letter keys associated with the commands on the “ribbon” or tool bar at the top of the display.
Ctrl + 1	Opens Mail
Ctrl + 2	Opens Calendar
Ctrl + 3	Opens Contacts
Ctrl + 4	Opens Tasks
Ctrl + 5	Opens Notes
<b>G-mail Keyboard Shortcuts</b>	
Compose a Message	C
Reply	R
Reply all	A
Forward	F
Send	Ctrl + Enter
Add CC Receipts	Ctrl + Shift + C
Add BCC Receipts	Ctrl + Shift + B
Go to Inbox	G + I
Go to Contacts	G + C
Go to Tasks	G + K
Go to Starred conversations	G + S
Go to Sent messages	G + T
Go to Drafts	G + D