

### Must-use shortcuts

Alt Tab	Switch between applications
Ctrl C	Copy
Ctrl V	Paste
Ctrl X	Cut
Ctrl Z	Undo
Ctrl Y	Redo

### Form navigation

Tab	Next form item
Shift tab	Previous form item
Enter	Activate
Spacebar	Activate selected button

### In applications

Ctrl N	New
Ctrl O	Open
Ctrl S	Save
Ctrl P	Print
Ctrl F	Find
Ctrl B	Bold
Ctrl U	Underline
Ctrl I	Italic
Ctrl A	Select All
F1	Help
Ctrl W	Close window
Alt F4	Close application
Ctrl R	Refresh / reload
F5	Refresh / reload

### Browser

Alt D	Address bar
Ctrl T	New tab
Ctrl N	New window
Ctrl W	Close tab
Ctrl Tab	Next tab
Ctrl ⇧ Tab	Previous tab
Alt ←	Back
Alt →	Forward

### Outlook

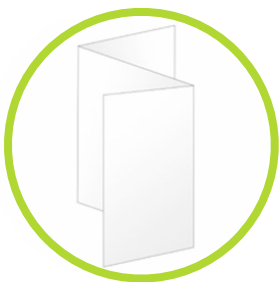
Ctrl ⇧ V	Move message
Ctrl N	New message
Ctrl 1	Switch to e-mail view
Ctrl 2	Switch to calendar view
Ctrl R	Reply
Ctrl F	Forward
Ctrl Enter	Send email

### Text navigation

↑ ↓ ← →	Move one position or line
Ctrl ← of →	Move cursor to beginning of the previous or next word
Ctrl ↑ of ↓	Move cursor to beginning of the previous or next paragraph
Home	Cursor to beginning of line
End	Cursor to end of line
Page up	Cursor to top of the screen
Page down	Cursor to bottom of the screen
Delete	Delete next word
Ctrl Backspace	Delete previous word

### Office

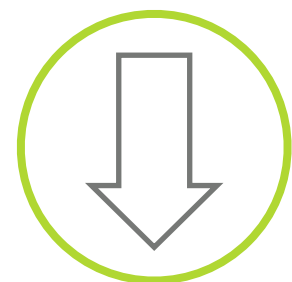
Word	Ctrl Enter	Insert page end
Excel	F2	Modify cell contents
Powerpoint	Ctrl M	Insert new slide



Duplex print,  
fold twice...









...and put it under  
your keyboard.  
Enjoy!



Share with others? Apple, Windows,  
Dutch and English versions available at  
[www.slimmerwerkencoach.nl/shortcuts](http://www.slimmerwerkencoach.nl/shortcuts)



## Windows functions

	Open start menu
 M	Minimize all windows and show desktop
 F	Find
 E	Launch Explorer
 L	Lock computer
 R	Command (type winword for word, msexcel for excel, outlook or notepad)
Alt Enter	Open preferences


## Explorer

↑↓	Navigate between folders
←→	Open and close folders
F2	Rename file
Delete	Move to trash
Shift Delete	Delete immediately (without trash)

## Tips

- Modify the quicklaunch bar with the most used applications.
- Turn off Outlook notifications (that annoying beep and popup balloon when a new email arrives). Go to extra, options, e-mail options, advanced e-mail options. Uncheck all checkboxes under 'when new items arrive in my inbox'.
- Use the Alt key to activate menu items (followed by the underlined letter)
- Install Typepilot or Fingertips to automatically type reoccurring text

## Which button is which

	Windows key
↑	Shift
Ctrl	Control
↑↓←→	Arrow keys

## Custom keyboard shortcuts / your own

Keep shortcut tips from colleagues (or find them with the Google search term 'shortcut+application name').

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