

# Alton Consultants

## Save time with quick computer shortcuts

### Driving around your desktop

To...	Use this shortcut
Select a file/folder/icon	Type the first letter of the file. If you have several files starting with the same letter, continue hitting the letter key until your cursor lands on the file or folder you want.
Search for a file/folder	F3
Rename a file/folder	Select the file/folder, click F2, and then re-type the name
Find out when the file or folder was created, by whom, and how big it is	Select the file, right-click, and then click <b>Properties</b>
Display the Start menu	Ctrl + Esc
Create a shortcut on your desktop to your favorite file/folder	Drag the file/folder icon to your desktop
Scroll between open items	Alt + Tab, then hold down Alt while clicking Tab to reach the desired file or program

### Working with Word

To...	Use this shortcut
Select text	Shift + Right Arrow, Left Arrow, Up Arrow, or Down Arrow to highlight text
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Paste selected text	Ctrl + V
Undo your last action	Ctrl + Z
Select all the text within your document	Ctrl + A
Bold text	Ctrl + B

Italicize text	Ctrl + I
Underline	Ctrl + U
Decrease font size	Ctrl + Shift + <
Increase font size	Ctrl + Shift + >
Change font	Ctrl + Shift + F, then use the arrow keys to reach the new font
Change font size	Ctrl + Shift + P, then use the arrow keys to reach the new font size
Create page break	Ctrl + Enter
Create new document	Ctrl + N
Open My Documents window	Ctrl + O
Close a document	Ctrl + W
Save a document	Ctrl + S
Print a document	Ctrl + P
Preview what you're about to print	Alt + Ctrl + I

Web: [www.altonconsultants.co.uk](http://www.altonconsultants.co.uk)

Email: [haydon@altonconsultants.co.uk](mailto:haydon@altonconsultants.co.uk)

Haydon Wilding

Principal Consultant

01473 327569

07747 692283