

MS WORD

File Menu : Alt+F

New :- Ctrl+N
Open :- Ctrl+O, Ctrl+F12
Close :- Ctrl+W
Save :- Ctrl+S, Shift+F12
Save As :- F12
Page Setup :- Alt+P
Print Preview :- Ctrl+F2, Alt+Ctrl+I
Print :- Ctrl+P
Properties :- Alt+G

Edit Menu : Alt+E

Undo :- Ctrl+Z, Alt+Backspace
Repeat :- Ctrl+Y, F4
Cut :- Ctrl+X, Shift+Del
Copy :- Ctrl+C, Ctrl+Insert
Paste :- Ctrl+V, Shift+Insert
Clear :- Del
Select All :- Ctrl+A, Ctrl+Num 5
Find :- Ctrl+F
Replace :- Ctrl+H
Go To :- Ctrl+G, F5

View Menu : Alt+V

Normal :- Alt+Ctrl+N
Print Layout :- Alt+Ctrl+P
Outline :- Alt+Ctrl+O
Move Up :- Alt+Shift+Up Arrow
Move Down :- Alt+Shift+Down Arrow
Task Pane :- Ctrl+F1
Heading1 :- Alt+Ctrl+1
Heading2 :- Alt+Ctrl+2
Zoom :- Ctrl+Mouse Scroll

Insert Menu : Alt+I

Page Break :- Ctrl+Enter Key
Date :- Alt+Shift+D
Time :- Alt+Shift+T
Create Autotext :- Alt+F3
Bookmark :- Ctrl+Shift+F5
Endnote :- Alt+Ctrl+D
Footnote :- Alt+Ctrl+F
Mark Index Entry :- Alt+Shift+X
Hyperlink :- Ctrl+K

Format Menu : Alt+O

Font :- Ctrl+Shift+F, Ctrl+D
All Cap :- Ctrl+Shift+A
Bullet :- Ctrl+Shift+L
Bold :- Ctrl+B, Ctrl+Shift+B
Italic :- Ctrl+I
Centre :- Ctrl+E
Left :- Ctrl+L
Right :- Ctrl+R
Justify :- Ctrl+J
Underline :- Ctrl+U
Change Case :- Shift+F3
Select Font Size :- Ctrl+Shift+P
Double Underline :- Ctrl+Shift+D
Increase Font Size :- Ctrl+Shift+> (10 Po.)
Decrease Font Size :- Ctrl+Shift+< (10Po.)
Increase Font Size :- Ctrl+] (1Point)
Decrease Font Size :- Ctrl+[(1Point)
Hidden Text :- Ctrl+Shift+H
Indent :- Ctrl+M
Reset Char. :- Ctrl+Spacebar
Small Cap. :- Ctrl+K
Super Script :- Ctrl+Shift+(+)
Sub Script :- Ctrl+(-)
Auto Format :- Alt+Ctrl+k
Reveal Formatting :- Shift+F1

Tools Menu : Alt+T

Spelling & Gramer :- F7
Research :- Alt+Mouse Click
Thesaurus :- Shift+F7
Run Macro :- Alt+F8
Track Change :- Ctrl+Shift+E
Word Count :- Ctrl+Shift+G

MS EXCEL

File Menu : Alt+F

New :- Ctrl+N
Open :- Ctrl+O, Ctrl+F12
Close :- Ctrl+W
Save :- Ctrl+S, Shift+F12
Save As :- F12

Edit Menu : Alt+E

Undo :- Ctrl+Z, Alt+Backspace
Repeat :- Ctrl+Y, F4
Cut :- Ctrl+X, Shift+Del
Copy :- Ctrl+C, Ctrl+Insert
Paste :- Ctrl+V, Shift+Insert
Clear :- Del
Select All :- Ctrl+A
Find :- Ctrl+F
Replace :- Ctrl+H
Go To :- Ctrl+G, F5
Down Fill :- Ctrl+D
Right Fill :- Ctrl+R
Delete Cell :- Ctrl+ -

View Menu : Alt+V

Task Pane :- Ctrl+F1
Select Single Whole Row :-
Shift+Spacebar
Select Single Whole Column :-
Ctrl+Spacebar
Show/Hide Stand. Toolbar :- Ctrl+7

Insert Menu : Alt+I

Worksheet :- Shift+F11
Comment :- Shift+F2
Define name :- Ctrl+F3
Run Def. Name :- Type =Name
Function :- Shift+F3
Chart :- Alt+F1
Date :- Ctrl+;
Time :- Ctrl+Shift+:
Auto Sum :- Alt+=
Insert Cell :- Ctrl+Shift++
Insert Border :- Ctrl+Shift+7

Format Menu : Alt+O

Font :- Ctrl+Shift+F
Font Size :- Ctrl+Shift+P
Cell :- Ctrl+1
Bold :- Ctrl+B
Italic :- Ctrl+I
Underline :- Ctrl+U
Row Hide :- Ctrl+(
Column Hide :- Ctrl+)
Row Unhide :- Ctrl+Shift+(
Column Unhide :- Ctrl+Shift+)

Tools Menu : Alt+T

Spelling & Gramer :- F7
Research :- Alt+Mouse Click
Run Macro :- Alt+F8

MS POWER POINT

File Menu : Alt+F

New :- Ctrl+N
Open :- Ctrl+O, Ctrl+F12
Close :- Ctrl+W
Save :- Ctrl+S, Shift+F12
Save As :- F12

Edit Menu : Alt+E

Undo :- Ctrl+Z, Alt+Backspace
Repeat :- Ctrl+Y, F4
Cut :- Ctrl+X, Shift+Del
Copy :- Ctrl+C, Ctrl+Insert
Paste :- Ctrl+V, Shift+Insert
Clear :- Del
Select All :- Ctrl+A
Find :- Ctrl+F
Replace :- Ctrl+H

View Menu : Alt+V

Task Pane :- Ctrl+F1
Slide Show :- F5
Show/Hide Stand. Toolbar :- Ctrl+7

Insert Menu : Alt+I

New Slide :- Ctrl+M

Format Menu : Alt+O

Font :- Ctrl+Shift+F
Font Size :- Ctrl+Shift+P
Cell :- Ctrl+1
Bold :- Ctrl+B
Italic :- Ctrl+I
Underline :- Ctrl+U
Row Hide :- Ctrl+(
Column Hide :- Ctrl+)
Row Unhide :- Ctrl+Shift+(
Column Unhide :- Ctrl+Shift+)

Tools Menu : Alt+T

Spelling & Gramer :- F7
Research :- Alt+Mouse Click
Run Macro :- Alt+F8

PageMaker

General Layout Commands			
Open document setup dialog box	Ctrl+Sh+P	Snap to Guides	Ctrl+Sh+;
Open a copy of a publication or the original of a template	Sh+File > Recent Pubs	Snap to Rulers	Ctrl+Alt+R
Revert to last mini-save	Sh+File > Revert	Lock Guides	Ctrl+Alt+;
Save all open pubs	Sh+File > Save All	Flowing text	
Close all open pubs	Sh+File > Close All	Auto/manual text flow (toggle)	Ctrl+flow text
Close publication	Ctrl+W	Semi-automatic text flow	Sh+flow text
Edit layout	Ctrl+E	Adding pages	
View import filter options	Sh+OK in Place db	Insert one page or two facing pgs	Ctrl+Alt+Sh+G
Show preferences	Ctrl+K	Resizing graphics	
Text wrap	Ctrl+Alt+E	Proportional resize	Sh+drag corner handle
Cut (alternate to Ctrl+X)	Sh+Delete Key	<i>(graphics or grouped objects)</i>	
Copy (alternate to Ctrl+C)	Ctrl+Insert Key	Magic stretch	Ctrl+drag bitmap handle
Links Manager	Ctrl+Sh+D	<i>(resize to printer resolution)</i>	
		Proportional magic stretch	Ctrl+Sh+drag handle
		Defer redraw while adjusting text wrap	Hold spacebar
Adjusting graphics or text objects			
Mask	Ctrl+6	Mask and Group	Sh+Element > Mask...
Group	Ctrl+G	Unmask and Ungroup	Sh+Element > Unmask...
Unmask	Ctrl+Sh+6	Align objects	Ctrl+Sh+E
Ungroup	Ctrl+Sh+G	Bring object forward	Ctrl+]]
Constrain move vert. or horiz.	Sh+drag element	Bring object to front	Ctrl+Sh+]]
Power paste	Ctrl+Alt+V	Send object backward	Ctrl+[[
Edit OLE object	Db1-clk object	Send object to back	Ctrl+Sh+[[
Edit original	Alt+dbl-clk object	Attach/Separate content-frame	Ctrl+F
Nudge selected object	Press arrow keys	Change to frame (toggle)	Sh+Ctrl+Alt+F
Nudge selected object by 10x	Sh+press arrow keys	Lock/Unlock position of object	Ctrl+L / Ctrl+Alt+L
Select multiple elements	Sh-clk each element	Rotate from center	Ctrl+Rotating tool
Select element behind others	Ctrl-clk	Constrain rotation to 45°	Sh+Rotating tool
Select multiple behind others	Ctrl+Sh-clk		
Layout window			
Set all pages to same view	Alt+ View > any view	Cycle through pages	Sh+Layout > Go to Page
Change page to fit in window	Ctrl+O or Alt+dbl-clk zoom tool	Go to next page	Page Down
		Go to previous page	Page Up
100%/Fit in window (toggle)	Ctrl+Alt-clk page	Go back to previous pg selected	Ctrl+Page Up
100%/200% (toggle)	Ctrl+Alt+Sh-clk page	Go fwd. to previous pg selected	Ctrl+Page Down
100% view	Db1-clk zoom tool or Ctrl+1	Go to page	Ctrl+Alt+G
50% view	Ctrl+5	Go to next frame	Ctrl+Alt+]]
75% view	Ctrl+7	Go to previous frame	Ctrl+Alt+[[
200% view	Ctrl+2	Zoom in	Ctrl+plus key(+)
400% view	Ctrl+4	Zoom out	Ctrl+minus key(-)
Actual size	Ctrl+1	Show pasteboard	Ctrl+Sh+O
Edit story	Triple-clk text w/pointer	Display non-printing	Ctrl+Alt+N
Redraw current page	Ctrl+Sh+F12	Show/Hide Guides	Ctrl+;
Redraw page in high resolution	Ctrl+Sh+redraw	Show/Hide Rulers	Ctrl+R
Font size (Layout view only)		Hyperlinks	
Increase one point size	Ctrl+Sh+>	View hyperlinks	F10
Increase to next standard size	Ctrl+Alt+>	Type style	
Decrease one point size	Ctrl+Sh+<	Bold	Ctrl+Sh+B or F6
Decrease to next standard size	Ctrl+Alt+<	Italic	Ctrl+Sh+I or F7
Case		Normal	Ctrl+Sh+spacebar or F5
All caps (toggle on & off)	Ctrl+Sh+K	Strikethru	Ctrl+Sh+ /
Position		Underline	Cmd+Sh+U
Subscript (toggle on & off)	Ctrl+ \	Reverse	Ctrl+Sh+V
Superscript (toggle on & off)	Ctrl+Sh+ \	Character Specs	Ctrl+T
Center	Ctrl+Sh+C	Paragraph formatting in Indents/Tabs dialog box	
Tracking		Drag left indent marker only	Sh+drag indent
Normal width	Ctrl+Sh+X	Indents/Tabs	
No track	Ctrl+Sh+Q	Display Indents/Tabs dialog box	Ctrl+I
Leading		Justifying text	
Autoleading	Ctrl+Alt+Sh+A	Justify	Ctrl+Sh+J
Adjust leading up/down 10x	Sh+nudge leading	Force Justify	Ctrl+Sh+F
Selecting text (Num lock off for keypad shortcuts)		Left Justify	Ctrl+Sh+L
Select to left one sentence	Ctrl+Sh+keypad 7	Right Justify	Ctrl+Sh+R
Select to right one sentence	Ctrl+Sh+keypad 1	Select paragraph	Triple-clk with I-beam
Select to beginning of line	Sh+keypad 7	Select up one paragraph	Ctrl+Sh+Up Arrow or Ctrl+Sh+keypad 8
Select to end of line	Sh+keypad 1	Select down one paragraph	Ctrl+Sh+Down Arrow or Ctrl+Sh+keypad 2
Select to top of story	Ctrl+Sh+keypad 9	Select down one line	Sh+Down Arrow or Sh+keypad 2
Select to bottom of story	Ctrl+Sh+keypad 3	Select up one line	Sh+Up Arrow or Sh+keypad 8
Select word	Db1-clk with I-beam	Select left one character	Sh+Left Arrow or Sh+keypad 4
Select words to the left	Ctrl+Sh+Left Arrow or Ctrl+Sh+keypad 4	Select right one character	Sh+Right Arrow or Sh+keypad 6
Select words to the right	Ctrl+Sh+Right Arrow or Ctrl+Sh+keypad 6		

Player controls keyboard shortcuts

The following table lists the keyboard shortcuts for the buttons that are available in the **Playback Controls** area. If keyboard shortcuts are also available when Windows Media Player is in skin mode, depending on the [skin](#).

Press	To
CTRL+P	Play or pause a file
CTRL+S	Stop playback
F8	Mute volume
F10	Increase volume
F9	Decrease volume
CTRL+B	Play previous item
CTRL+F	Play next item
CTRL+SHIFT+B	Rewind
CTRL+SHIFT+F	Fast-forward
CTRL+SHIFT+G	Play faster than normal speed (time compression)
CTRL+SHIFT+N	Play at normal speed
CTRL+SHIFT+S	Play slower than normal speed (time expansion)
ALT+P	Display the Play menu
CTRL+P	Play or pause playback
CTRL+S	Stop playback
CTRL+SHIFT+G	Use a fast play speed
CTRL+SHIFT+N	Use a normal play speed
CTRL+SHIFT+S	Use a slow play speed
CTRL+B	Play the previous item
CTRL+F	Play the next item
CTRL+SHIFT+B	Rewind a file
CTRL+SHIFT+F	Fast-forward a file
CTRL+H	Shuffle the playlist
CTRL+T	Repeat the playlist
CTRL+SHIFT+C	Turn on or off captions and subtitles

VLC Media Player

Increase Volume	:- Ctrl+ Up Arrow
Decrease Volume	:- Ctrl+ Down Arrow
Fast Forward	:- Ctrl+ Right Arrow
Rewind	:- Ctrl+ Left Arrow