



PERFORMANCE BASED
ERGONOMICS
setting the stage for healthy job performance

Key Command – Cheat Sheet

PC Keyboard Shortcuts

Common Tasks

Start Menu Windows Key Ctrl + Esc	Explore Windows Key + E	Toggle Programs Restore Window Alt + Tab	Open Document Ctrl + O
Minimize Alt+Spacebar+N Windows Key + M	Maximize Alt+Spacebar+X	Exit Program Alt + F4	Close Document Control + W
Go to Desktop Windows Key + D (Or M)	Activate Icons &/or Arrow Keys/ Enter	Shut Down Windows Key + U	New Document Control + N

Selection Text

Select All Text Ctrl + A	Select Character(s) Shift + Arrow	Select Word Ctr l+ Shift + Arrow	Select Lines of Text Shift + ↓Arrow
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Microsoft Outlook E-mail

New Message Ctrl + N	Reply Alt + R	Reply All Alt + L	Forward Alt + W
Send Alt + S OR Ctrl + Enter	Send & Receive F9	Open Message Enter	Close Message Escape
File Message Ctrl + Shift + V	Search for Message F3	Switch from Inbox To Folders F6	Open New Folder Ctrl + Shift + E
Mail/Inbox Ctrl + 1	Calendar Ctrl + 2	Contacts Ctrl + 3	Tasks Ctrl + 4
Expand/Contract Folder +/-	Mark as Unread Ctrl + U	Go To Folder Ctrl + Y	Address Book Ctrl + Shift + B

*Remember to use TWO hands when performing key commands!!!!
Be careful to maintain comfortable and level wrists when using the cursor keys!*

Common Tasks / Navigating

Undo Ctrl + Z	Redo Ctrl + Y F4	Save Ctrl + S	Spell Check F12
Print Preview Ctrl + F2	Print Ctrl + P	Go To Ctrl + G	Find Ctrl + F Windows Key + F
Go to Beginning of Document Ctrl + Home	Go to End of Document Ctrl + End	Cursor to Begin/End of Line Home / End	Move Cursor by Word/Line Ctrl + Arrows
Move to Next Field in Dialogue Box Tab	Move to Previous Field Shift + Tab	Get Out of Dialogue Box Escape	Move Between Pages (Web) Alt + Arrows

Excel Functions

Activate Cursor in Excel Cell F2	Select Column Ctrl + Spacebar	Select Row Shift + Spacebar	Go from Sheet to Sheet Ctrl + Page Up/Down
Delete Row Ctrl -	Delete Column Ctrl +	Rename Sheet Alt + O H then R	Add Worksheet Alt + I + W
Duplicate Cell Content Ctrl + `	Insert Date Ctrl + ;	Task Panel Open/Close Ctrl + F1	Insert Comment Right Click Key + M

Editing

Cut Ctrl + X	Copy Ctrl + C	Paste Ctrl + V	Bold Ctrl + B
Underline Ctrl + U	Italics Ctrl + I	Change Case Shift + F3	Change Font Ctrl + D
Increase Font Size Ctrl +]	Decrease Font Size Ctrl + [Insert Page Break Ctrl + Enter	Pull Down Menu Alt + Underscored Letter
Select Menu Item Alt + Underscored Letter Only	Spell Check F7	Thesaurus Shift + F7	Help F1

*Are you paying attention to your sitting posture?
Remember to keep your head balanced over your spine.
Stretch frequently!*