

# Handy Keyboard Shortcuts

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If you're like me you hate having to reach for that mouse. My hands are already on the keyboard, isn't there a quicker way to start that application or use that feature? In most applications there is.

Here are a few of my favorites:

**Windows** (windows key is in the lower left corner of most desktop keyboards, some laptops have them but many can be programmed)

Windows + D = minimizes all windows and shows desktop

Windows + R = opens run dialog

Shift + Delete = permanent deletion of selected object (skips recycle bin)

Alt + Tab = cycle through open windows

Alt + F4 = close open window (if no open window you get the shut down dialog)

This Windows website has an even longer list: <http://support.microsoft.com/kb/126449>

## Internet Explorer

Ctrl + N = open new window

Ctrl + T = open new tab in IE7

Backspace = back one page in browser

Ctrl + B = bookmark dialog

Ctrl + D = bookmark this page

F5 = refresh page

Ctrl + H = history sidebar

Ctrl + F = find on page

## Firefox

Ctrl + N = open new window

Ctrl + T = open new tab in IE7

Backspace = back one page in browser

Ctrl + B = bookmark sidebar

Ctrl + D = bookmark this page

F5 = refresh page

Ctrl + H = history sidebar

Ctrl + F = find on page

Ctrl + W = close open tab

## Outlook

Ctrl + Shift + M = compose new message

Ctrl + Shift + C = new contact

Ctrl + K = search address books for matches for type names in the to, cc and bcc lines

Ctrl + Enter = send

F7 = spell check

This Windows website has more: <http://office.microsoft.com/en-us/outlook/HP012303961033.aspx>

And now for a keyboard shortcut replacement for the start menu in windows: Launchy. Read more here: <http://www.launchy.net/>