

# Randy Dean's Killer Keystroke Combos

## Time-Saving Keystroke Combinations for PC Users

### General PC Combos

|                  |   |
|------------------|---|
| <b>CTRL+C</b>    | Copy selected text/data to clipboard              |
| <b>CTRL+V</b>    | Paste selected text/data to cursor location       |
| <b>CTRL+X</b>    | Cut selected text/data to clipboard               |
| <b>CTRL+A</b>    | Select all text/data in a document/selected field |
| <b>CTRL+Z</b>    | UNDELETE the last thing you just deleted          |
| <b>CTRL+End</b>  | Jump to the end of a document                     |
| <b>CTRL+Home</b> | Jump to the beginning of a document               |

**ALT+Tab** Toggle between different open programs on desktop

**Windows+D** Minimize all open programs and go directly to your computer's desktop

**Windows+E** Launch Windows Explorer

**CTRL+Alt+PrtSc** Takes current screen/window and places "picture" of this in your clipboard – then open document and paste

**CTRL+Alt+Delete** Reboot computer/launch Windows Task Manager

**Click, Hold Shift Key, Up or Down Arrow** STUMP the JUMP – select text/data desired WITHOUT the crazy scrolling that sometimes occurs in spreadsheet or text documents.

**Shift+CTRL+End** Select all text/data from current cursor point to end of document

### Web Browser Shortcuts

**CTRL+T** Open new browser tab

*Put simple domain name address (for example, "emailsanityexpert") with no www or .com, then ...*

**CTRL+Enter** Auto launch web address

**CTRL+W** Close current browser tab

**CTRL+D** Create a new bookmark/favorite (depending on browser)

**CTRL+ "+"** Zoom in (larger) on current web page

**CTRL+ "-"** Zoom out (smaller) on current page

**ALT+Left Arrow** Go back a page

**ALT+Right Arrow** Go forward a page

**Right Click on Link** Get several options for that link – open in new window, new tab, copy into clipboard, etc.

*Favorite E-mail Shortcut (works on Outlook, Lotus Notes & GroupWise on PC)*

**Shift+Delete** Permanently deletes selected e-mail(s) – no having to delete from deleted items!

### Other E-mail Shortcuts:

In E-mail list, **single click on e-mail, hold Shift key, then use up or down arrows and or scroll** – select a group of contiguous e-mails

**Click e-mail to select, hold down CTRL key**, and then create non-contiguous group of e-mails by clicking on other wanted e-mails

Now, you can either "shift-delete" the selected e-mails, or "drag & drop" them into a selected folder

**CTRL+Shift+E** Create a new folder in your e-mail account



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