























## COMMON WINDOWS COMMANDS

This is a list of commands that you may find in many Microsoft software products (Word, Excel, Access, PowerPoint, FrontPage, Internet Explorer). Not all of commands are applicable to all products.

You can always click the right mouse button anywhere on the window to display a short menu of commands. The commands listed will vary depending on where on the window you click the mouse.

Command	Menu	Keyboard	Toolbar Shortcut
Help	Help	F1	
Activate Menus	click mouse on menu	F10	
New (blank document)	File>New	Ctrl+N	
Open (a file or folder)	File>Open	Ctrl+O	
Close (a window)	File>Close	Alt+F4	
Save	File>Save	Ctrl+S	
Save As	File>Save As	F12	
Print Preview	File>Print Preview	Ctrl+F2	
Print	File>Print	Ctrl+P	
Select All	Edit>Select All	Ctrl+A	
Copy	Edit>Copy	Ctrl+C	
Cut	Edit>Cut	Ctrl+X	
Paste	Edit>Paste	Ctrl+V	
Cancel (last action)		Esc	

Command	Menu	Keyboard	Toolbar Shortcut
Bold	Format>Font	Ctrl+B	
Italics	Format>Font	Ctrl+I	
Underline	Format>Font	Ctrl+U	
Undo (last action)	Edit>Undo	Ctrl+Z	
Redo (last action)	Edit>Undo	Ctrl+Y	
Restore (window size)		Alt+Spacebar+R	
Maximize (window size)		Alt+Spacebar+X	
Find	Edit>Find	Ctrl+f	
Replace	Edit>Replace	Ctrl+H	
Center	Format>Paragraph	Ctrl+E	
Left align	Format>Paragraph	Ctrl+L	
Right align	Format>Paragraph	Ctrl+R	
Justify	Format>Paragraph	Ctrl+J	

## Using Menus

The menu bar shows you the various menus that you can access in Microsoft Windows software programs (e.g., Word, Excel, Access, Internet Explorer). Each menu contains a list of different commands.

*To use the menus with a mouse:*

1. Point to the menu you would like to open and click the left mouse button.
  2. Glide the mouse down the menu. Point to the command you would like to use and click the left mouse button. For certain options, you may see an arrow. If you follow the arrow with the mouse, then a submenu will appear, giving you further options to select from.
- If you would like to view other menus after you open a menu, then glide the mouse across the menu bar.
  - To close a menu, point to the menu name and click or just click in an empty area of the document.

*To use the menus with the keyboard:*

1. Press the **Alt** key on the keyboard. You will notice a gray outline surrounding File on the menu bar.
  2. Look at the menu that you would like to open. Type whatever letter is underlined for that menu. For example, type “v” to open the View menu. This will open the menu. **OR** Use the arrow keys to move to that menu and press **Enter**. **Note:** Once a menu is open, you can also use the arrow keys to move down the menu bar to view other menus.
  3. Look at the command that you would like to select. You can either type the letter that is underlined for that option or use the arrow keys to move to the option and press the **Enter** key. To go to a submenu, use the arrow keys. **Note:** The **Tab** key can also be used to move down the menu.
- To close a menu, press the **Esc** key. You may have to press the key multiple times.

**Note:** After opening the menu, you may not be able to see it entirely. Click the two down arrows at the bottom of the menu to fully open it or if you wait a few seconds the menu will open automatically. The smaller menu contains the commands used most often and the ones that you have used recently, so it is customized for your use.