

# Computer Keyboard Shortcuts

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ACCREDITED COMPULSORY TRAINING PROVIDER

MS EXCEL SHORTCUT KEYS	
<b>CTRL + A</b>	Select all contents of worksheet
<b>CTRL + B</b>	Bold highlighted selection
<b>CTRL + C</b>	Copy selected text
<b>CTRL + D</b>	Fill
<b>CTRL + F</b>	Open find and replace options
<b>CTRL + G</b>	Open go-to options
<b>CTRL + H</b>	Open find and replace options
<b>CTRL + I</b>	Italicize highlighted selection
<b>CTRL + K</b>	Insert link
<b>CTRL + N</b>	Open new document
<b>CTRL + O</b>	Open options
<b>CTRL + P</b>	Open print dialog box
<b>CTRL + S</b>	Save
<b>CTRL + U</b>	U Underline highlighted selection
<b>CTRL + V</b>	Paste
<b>CTRL + W</b>	Close document
<b>CTRL + Y</b>	Underline selected text
<b>CTRL + Z</b>	Undo last action
<b>CTRL + 5</b>	Strikethrough highlighted selection
<b>ALT + SHIFT + F1</b>	Insert new worksheet
<b>F2</b>	Edit the selected cell
<b>SHIFT + F3</b>	Open the Excel® formula window
<b>F5</b>	Go to a specific cell
<b>SHIFT + F5</b>	Bring up search box
<b>CTRL + F6</b>	Switch between open workbooks/windows
<b>F7</b>	Spell check selected text and/or document
<b>CTRL + F9</b>	Minimize current window
<b>CTRL + F10</b>	Maximize currently selected window
<b>F11</b>	Create chart
<b>CTRL + SHIFT + ;</b>	Enter the current time
<b>CTRL + ;</b>	Enter the current time
<b>CTRL + PAGE UP/PAGE DOWN</b>	Move between Excel worksheets in the same document
<b>CTRL + TAB</b>	Ctrl + Tab Move between two or more open Excel files
<b>ALT + =</b>	Alt + = Create formula to sum all of above cells
<b>CTRL + '</b>	Ctrl + ' Insert value of above cell into current cell
<b>CTRL + SHIFT + !</b>	Ctrl + Shift + ! Format number in comma format
<b>CTRL + SHIFT + \$</b>	Ctrl + Shift + \$ Format number in currency format
<b>CTRL + SHIFT + #</b>	Ctrl + Shift + # Format number in date format
<b>CTRL + SHIFT + %</b>	Ctrl + Shift + % Format number in percentage format
<b>CTRL + SHIFT + ^</b>	Ctrl + Shift + ^ Format number in scientific format
<b>CTRL + SHIFT + @</b>	Ctrl + Shift + @ Format number in time format
<b>CTRL + SHIFT + RIGHT ARROW</b>	Ctrl + g Move to next section of text
<b>CTRL + SPACE</b>	Select entire column
<b>SHIFT + SPACE</b>	Select entire row

MS OUTLOOK SHORTCUT KEYS	
<b>ALT + K</b>	Complete name/email typed in address bar
<b>ALT + S</b>	Send the email
<b>CTRL + B</b>	Bold highlighted selection
<b>CTRL + C</b>	Copy selected text
<b>CTRL + F</b>	Forward an email
<b>CTRL + I</b>	Italicize highlighted selection
<b>CTRL + K</b>	Complete name/email typed in address bar
<b>CTRL + N</b>	Create a new email
<b>CTRL + P</b>	Open print dialog box
<b>CTRL + R</b>	Reply to an email
<b>CTRL + SHIFT + A</b>	Create a new appointment to your calendar
<b>CTRL + SHIFT + C</b>	Create a new contact
<b>CTRL + SHIFT + I</b>	Open the inbox
<b>CTRL + SHIFT + J</b>	Create a new journal entry
<b>CTRL + SHIFT + K</b>	Add a new task
<b>CTRL + SHIFT + O</b>	Open the outbox
<b>CTRL + U</b>	Underline highlighted selection
<b>CTRL + X</b>	Cut selected text

MS WINDOWS KEY SHORTCUTS	
<b>WINKEY + D</b>	Bring desktop to the top of other windows
<b>WINKEY + M</b>	Minimize all windows
<b>WINKEY + SHIFT + M</b>	Undo the minimize done by WINKEY + M & WINKEY + D
<b>WINKEY + U</b>	Open utility manager
<b>WINKEY + L</b>	Lock the computer (Windows XP® & later)
<b>WINKEY + E</b>	Open Microsoft Explorer
<b>WINKEY + TAB</b>	Cycle through open programs on taskbar
<b>WINKEY + F</b>	Display the Windows® Search/Find feature
<b>WINKEY + CTRL + F</b>	Display the search for computers window
<b>WINKEY + F1</b>	Display the Microsoft® Windows® help
<b>WINKEY + R</b>	Open the run window
<b>WINKEY + PAUSE/BREAK</b>	Open the system properties window

MS WORD SHORTCUT KEYS	
<b>CTRL + A</b>	A Select all contents of the page
<b>CTRL + B</b>	B Bold highlighted selection
<b>CTRL + C</b>	Copy selected text
<b>CTRL + D</b>	Font options
<b>CTRL + E</b>	Align selected text or line to the center
<b>CTRL + F</b>	Open find box
<b>CTRL + G</b>	Find and replace options
<b>CTRL + H</b>	Find and replace options
<b>CTRL + I</b>	Italicize highlighted selection
<b>CTRL + J</b>	Justify paragraph alignment
<b>CTRL + K</b>	Insert link
<b>CTRL + L</b>	Align selected text or line to the left
<b>CTRL + M</b>	Indent the paragraph
<b>CTRL + N</b>	Open new/blank document
<b>CTRL + O</b>	Open options
<b>CTRL + P</b>	Open the print window
<b>CTRL + Q</b>	Align selected paragraph to the left
<b>CTRL + R</b>	Align selected text or line to the right
<b>CTRL + S</b>	Save
<b>CTRL + T</b>	Hanging indent
<b>CTRL + U</b>	Underline highlighted selection
<b>CTRL + V</b>	Paste
<b>CTRL + W</b>	Close document
<b>CTRL + X</b>	Cut selected text
<b>CTRL + Y</b>	Redo the last action performed
<b>CTRL + Z</b>	Undo last action
<b>CTRL + 1</b>	Single-space lines
<b>CTRL + 2</b>	Double-space lines
<b>CTRL + 5</b>	15-line spacing
<b>CTRL + ALT + 1</b>	Change text to heading 1
<b>CTRL + ALT + 2</b>	Change text to heading 2
<b>CTRL + ALT + 3</b>	Change text to heading 3
<b>CTRL + SHIFT + F</b>	Change the font
<b>CTRL + SHIFT + &gt;</b>	Increase selected font +1
<b>CTRL + SHIFT + &lt;</b>	Decrease selected font -1
<b>CTRL + SHIFT + *</b>	View or hide non printing characters
<b>CTRL + ]</b>	Increase selected font +1
<b>CTRL + [</b>	Decrease selected font -1
<b>CTRL + LEFT ARROW</b>	Move one word to the left
<b>CTRL + RIGHT ARROW</b>	Move one word to the right
<b>CTRL + UP ARROW</b>	Move to beginning of the line or paragraph
<b>CTRL + DOWN ARROW</b>	Move to the end of the paragraph
<b>CTRL + DEL</b>	Delete word to right of cursor
<b>CTRL + BACKSPACE</b>	Backspace Delete word to left of cursor
<b>CTRL + END</b>	Move cursor to end of document
<b>CTRL + HOME</b>	Move cursor to beginning of document
<b>CTRL + SPACE</b>	Reset highlighted text to default font
<b>F1</b>	Open help
<b>SHIFT + F3</b>	Change case of selected text
<b>F4</b>	Repeat last action performed (Word 2000+)
<b>F7</b>	Spell check selected text and/or document
<b>SHIFT + F7</b>	Activate the thesaurus
<b>F12</b>	Save as
<b>SHIFT + F12</b>	Save
<b>ALT + SHIFT + D</b>	Insert the current date
<b>ALT + SHIFT + T</b>	Insert the current time
<b>SHIFT + INSERT</b>	Paste

BASIC SHORTCUT KEYS	
<b>ALT + F</b>	File menu options in current program
<b>ALT + E</b>	Edit options in current program
<b>CTRL + A</b>	Select all text
<b>CTRL + X</b>	Cut selected item
<b>SHIFT + DEL</b>	Cut selected item
<b>CTRL + C or INS</b>	Copy selected item
<b>CTRL + V</b>	Paste
<b>SHIFT + INS</b>	Paste
<b>HOME</b>	Go to beginning of current line
<b>CTRL + HOME</b>	Go to beginning of document
<b>SHIFT + HOME</b>	Highlight from current position to beginning of line
<b>END or CTRL + END</b>	Go to end of current line
<b>SHIFT + END</b>	Highlight from current position to end of line
<b>CTRL + LEFT ARROW</b>	Move one word to the left at a time
<b>CTRL + RIGHT ARROW</b>	Move one word to the right at a time
<b>F1</b>	Universal help

MS WINDOWS SHORTCUT KEYS	
<b>ALT + TAB</b>	Switch between open applications
<b>ALT + SHIFT + TAB</b>	Switch backwards between open applications
<b>ALT + PRINT SCREEN</b>	Create screen shot for current program
<b>CTRL + ALT + DEL</b>	Reboot/Windows Task Manager
<b>CTRL + ESC</b>	Bring up start menu
<b>ALT + ESC</b>	Switch between applications on taskbar
<b>F2</b>	Rename selected icon
<b>F3</b>	Start find from desktop
<b>F4</b>	Open the drive selection when browsing
<b>F5</b>	Refresh contents
<b>ALT + F4</b>	Close current open program
<b>CTRL + FG</b>	Close window in program
<b>CTRL + PLUS KEY</b>	Automatically adjust widths of all columns in Windows Explorer
<b>ALT + ENTER</b>	Open properties window of selected icon or program
<b>SHIFT + F10</b>	Simulate right-click on selected item
<b>SHIFT + DEL</b>	Delete programs/files permanently

INTERNET EXPLORER KEYBOARD SHORTCUTS	
<b>ALT + A</b>	Open the list of your favorite
<b>ALT + D</b>	Go to address bar
<b>ALT + H</b>	Open internet explorer Help menu
<b>ALT + E</b>	Open internet explorer Edit menu
<b>ALT + F</b>	Open internet explorer File menu
<b>ALT + T</b>	Open internet explorer Tools menu
<b>ALT + V</b>	Open internet explorer View menu
<b>ALT + F4</b>	Close the active internet explorer
<b>ALT + HOME</b>	Go to your Home Page
<b>ALT + LEFT ARROW</b>	Go to the previous page
<b>ALT + RIGHT ARROW</b>	Go to the next page
<b>CTRL + A</b>	Select the full page of active screen
<b>CTRL + B</b>	Open to organize the List of Favorites
<b>CTRL + E</b>	Open the search window with in explorer
<b>CTRL + F</b>	Find any word or phrase in a page
<b>CTRL + H</b>	Open the history of previously opened websites
<b>CTRL + I</b>	Open the list of favorites
<b>CTRL + N</b>	Open the active webpage in new window
<b>CTRL + O</b>	Go to new location
<b>CTRL + P</b>	Used to send the print of active webpage
<b>CTRL + R</b>	Perform same task like F5 (Refresh the active webpage)
<b>CTRL + W / F4</b>	Close the active windows
<b>CTRL + TAB</b>	Move forward between frames
<b>CTRL + PAGE UP</b>	Move active page up
<b>CTRL + PAGE DOWN</b>	Move active page down
<b>CTRL + MOUSE WHEEL</b>	Change the font size of active page
<b>CTRL + ENTER</b>	Windows will automatically add both "www" and ".com"
<b>F1</b>	Open the help of Internet Explorer
<b>F3</b>	Open the search window with in explorer
<b>F4</b>	View the previously opened websites
<b>F5</b>	Refresh the webpage
<b>F6</b>	Select the address bar
<b>F10</b>	Select the main menu bar
<b>F11</b>	View webpage in Full Screen View (on/off)
<b>ESC</b>	Stop any downloading page
<b>CTRL + CLICK LINK</b>	Opens link on a new tab



## Accredited Compulsory Training Provider

### LIST OF SOME COURSES PROVIDED BY DIRECT FLO

#### SOFT SKILLS COURSES

1. Human Resource Management (SAQA ID 116302, NQF Level 4, Credits 3)
2. Finance for Non- Financial Managers (SAQA ID 15236, NQF Level 5, Credits 4)
3. Accounting Principles (SAQA ID 7861, NQF Level 5, Credits 8)
4. Word Basic (SAQA 117924, NQF Level 2, Credits 5)
5. Excel Basic (SAQA 116937, NQF Level 2, Credits 4)
6. Project Management for Non Project Managers (SAQA 120372, NQF Level 4, Credits 5)
7. Communication Skills
8. HIV Awareness:
  - Mobile Test Caravan - HIV, Blood Pressure and Blood Sugar Test
  - Dispensing of Condoms
  - Counsellor (on-site)
  - Awareness Gear (i.e. T-Shirts, Caps, Ribbons, Banners, Booklets)
  - Training HIV (SAQA ID : 13915, NQF Level 3, Credit 4)
9. Supervisory Skills (SAQA ID: 264235, NQF Level 3, Credits 10)
10. Train the Trainer (SAQA ID: 117871)
11. Assessor (SAQA ID: 115753)
12. Moderator (SAQA ID: 115759)
13. Motivational Skills
14. Time Management
15. Conflict Management
16. Telephone Techniques

#### EARLY CHILDHOOD / ABET COURSES

1. Early Childhood Development (NQF Level 4, Credits 140)
  - Qualification Title: Further Education and Training
  - Certificate: Early Childhood Development
2. Early Childhood Development (NQF Level 5, Credits 240)
  - Qualification Title: National Diploma: Early Childhood Development
3. ABET (Level 1 - 4)
  - Literacy, Numeracy, Technology, Science

#### COMPULSORY COURSES

1. Health and Safety Representative (SAQA 259622, NQF Level 2, Credits 3)
2. Fire Fighting (SAQA 12484, NQF Level 2, Credits 4)
3. First Aid (SAQA 116511, NQF Level 1, Credits 1), Level 2, Level 3
4. Stacking Storage
5. Health, Safety and Environment, SHE REP
6. Safety File
7. Risk Assessment
8. Safety Audits
9. HAZCHEM
10. Accident and Incident Investigation
11. Medical Examinations

#### CONSTRUCTION COURSES

1. Skills Programs
  - Bricklaying
  - Sewerage
  - Manhole
  - Pipe laying
  - Reinforcing
  - Shatterhand
  - Concrete Handling
  - Road Management
2. Forklift (SAQA ID: 242974, NQF Level 3, Credit 7)
3. Overhead Crane (SAQA ID: 242976, NQF Level 2, Credit 5)
4. Working at Heights
5. Scaffolding Erectors
6. Scaffolding Inspectors
7. Lifting Equipment Inspectors

#### TECHNICAL COURSES & SKILLS PROGRAMMES

Gas Welding - Basic  
Gas Cutting - Basic  
Handyman Welding  
Air Compressor  
Jackhammer  
Sandblasting  
Drilling Machine  
Concrete Mixer  
Hydraulics - Basic  
Hydraulics - Advanced  
Drill Rig Operator  
Overhead Crane Operator  
Bobcat Operator  
Reach Truck Driver  
Cherry Picker  
Bulldozer Operator  
Dumper Operator  
Excavator Operator  
Front End Loader

#### In co-operation with the following SETAs:

MQA  
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ESETA  
MERSETA  
ETDP SETA  
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