

Wacky Shortcuts To Know (In process DRAFT)


Shhh, don't tell anyone, just show them off sometime casually. I'd call these geeky, but these are actually great ways to work smarter when working with word processing (Word, Open Office, PowerPoint, and some other application programs). **Note – The Mac uses Open Apple instead of the Ctrl key on the PC.

	Keyboard keys	Mission accomplished	Mac	PC
1	Select text quickly	Select an entire word Select an entire sentence (or even paragraph)	Double click on a word And then try triple click	Double click on a word And then try triple click
2	Copy Paste	Copy something And then... Paste it. Hold down the Control or Command key and press the key indicated	⌘C ⌘V or F4	Ctrl c Ctrl v
3	To select things or choices	Cool options (sometimes blocked by schools for protections)	Ctrl-click	Right-click
4	--- _ _ _ === ~~~	Type 3 of these in a row (no spaces) and press enter in word processing and get a full line of it across the document width	Works well	Works well
5	Cut	Cut it out (like scissors)	⌘X or F2	Ctrl x
6	Undo	Zap! or undo what you just did	⌘Z	Ctrl z
7	Redo	Redo the last action – (y did I do that?)	⌘Y	Ctrl y
8	Select All	Select everything on the page	⌘A	Ctrl a
9	Print	Print it fast	⌘P	Ctrl p
10	Hyperlink	HyperlinK selected item (text, image...)		Ctrl k
11	Find	Find searches for text in the document you type in	⌘F	Ctrl F



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	Keyboard keys	Mission accomplished	Mac	PC
12	Change the case – all caps – first letter cap – all lowercase	This is so cool when it works! This changes a selected word or selection of text to all caps, then do it again and the first letter is capitalized of each word, and do it again and it is all lowercase	Shift + F3 (may work depending on version of O/S and Word); Command-shift-A (all caps); Command-shift-k (all lower case)	Example type: go spartan go Press Shift-F3: see (Go Spartan Go) Shift F3 again: see (GO SPARTAN GO) Shift F3 again: go spartan go
13	Save As	Sometimes works – opens the SaveAs window action	⌘S	F12
14	Format painter	Copies the formatting and replicates just the format of the text you highlight with your mouse when you click the shortcut indicated to the next text you select	Shift+ ⌘C Shift + ⌘V	 on the home or editing toolbar – click twice
15	Ctrl – scroll your mouse wheel	Note: You need a scroll wheel on a mouse to do this.	Control – scroll wheel zooms in on the entire screen area	Zooms in and out on the document (when it is the active document)
16	Format tricks	Applies this to selected text: Bold , <i>Italics</i> , <u>Underline</u>	⌘B ⌘I ⌘U	Ctrl B Ctrl I Ctrl U
17	Quit	Closes the document	⌘Q	

Want to try a few more? These are different. They are actions not in a specific application. A few Desktop or neat multiple document manipulation tips. Open up a word processing document that you have, open up a web browser, and even another program if you want.

	Action	Mission accomplished	Mac	Keyboard keys
	To take a screenshot *Click on a browser window to make it the 'active' one.	You can capture your entire computer screen, or with the second option, only the *active window on your desktop you select.	Shift – Command -3 Shift-Command – 4	Prt Sc for the full screen Alt-PrtSc for only the *active window



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