



Quick Tips

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Keyboard Shortcuts Improve Your Efficiency

PCs are an integral part of our lives. We use them extensively at work and usually end up logging on in the evening as well, to read email and catch up on the day's events.

Since we spend so much of our time in front of the computer, it makes sense to find ways to improve our efficiency. This is where shortcuts come in. By using combinations of keystrokes, you can quickly access several tools without ever having to use your mouse. Most Windows shortcuts may be used for any Microsoft program (Word, Excel, Outlook, etc.) as well as selected products from other manufacturers.

General Windows Shortcuts		Outlook Shortcuts	
Action	Keystroke	Action	Keystroke
Bold	Ctrl - B	Create Email	Ctrl - Shift - M
Italics	Ctrl - I	Reply to Selected Email	Ctrl - R
Underline	Ctrl - U	Forward Selected Email	Ctrl - F
Cut	Ctrl - X	Save Draft of Email	Ctrl - S
Copy	Ctrl - C	Create Flag for Follow-up	Ctrl - Shift - G
Paste	Ctrl - V	Create Contact	Ctrl - Shift - C
Select all Items	Ctrl - A	Open Address Book	Ctrl - Shift - B
Undo	Ctrl - Z	Create Task	Ctrl - Shift - K
Redo	Ctrl - Y	Assign Task Category	Alt - G
Print	Ctrl - P	Save and Close Task	Alt - S
Save	Ctrl - S	Create Appointment	Ctrl - Shift - A
Spell Check	F7	Create Meeting Request	Ctrl - Shift - Q
Find	Ctrl - F	Create Note	Ctrl - Shift - N
Launch Help	Windows Key - F1	Open Selected Item	Enter
Show the Desktop	Windows Key - D	Close Window	Escape

If you would like to incorporate these shortcuts into your repertoire, try keeping a copy of this list at home and at work. Refer to it daily until the keystrokes become second nature. You'll be surprised at how much time you'll save!

If you have a favorite shortcut or computer trick you would like to share, please let me know! I would welcome the chance to hear from you.

