

Basic tasks

Keystroke	Function
[F11]	Toggle full screen mode
[Alt]	Toggle display of menu bar (if it's not set to display)
[Ctrl]=	Zoom in
[Ctrl]-	Zoom out
[Ctrl]0	100 percent zoom
[Ctrl][F]	Search for selected text on page
[Ctrl]N	Open current page in new window
[Ctrl]A	Select everything on page
[F5]	Refresh current page
[Ctrl][F5]	Refresh cache and current page
[Esc]	Halt downloading page
[Alt]D	Select text in Address bar
[F4]	Display addresses you've typed
[Ctrl][Enter]	Add <i>www</i> and <i>.com</i> to the beginning and end of text entered in Address bar
[Ctrl][Shift][Enter]	Add <i>http://www</i> to the beginning of text entered in Address bar

Navigation

Keystroke	Function
[Alt]Home	Go to your home page
[Alt] Left arrow (or [Backspace])	Go to previous page

[Alt] Right arrow	Go to next page
[Tab]	Move forward through items on page
[Shift][Tab]	Move backward through items on page

Tabs

Keystroke	Function
[Ctrl] Click	Open a link in its own tab in background
[Ctrl][Shift] Click	Open a link in its own tab in foreground
[Ctrl]T	Open new tab in foreground
[Ctrl][Tab] (or [Ctrl][Shift][Tab] to reverse)	Cycle between tabs
[Ctrl]W (or [Alt][F4])	Close current tab
[Ctrl] <i>number</i>	Jump to specific tab by number (1 through 8)
[Ctrl]9	Jump to last tab
[Ctrl][Alt][F4]	Close all but current tab
[Ctrl][Shift]Q	Display Tabs list
[Ctrl]Q	Toggle Quick Tabs view

Searching

Keystroke	Function
[Alt][Enter]	Open search results in new tab after typing search text in Search box or Address bar
[Ctrl]E	Jump to Search box
[Ctrl] Down arrow	Open Search Provider menu (when you're in Search box)

Printing

Keystroke	Function
[Ctrl]P	Open Print dialog box

In print preview...

Keystroke	Function
[Alt][P]	Open Print dialog box
[Alt]U	Open Page Setup dialog box
[Alt]O	Set to portrait orientation
[Alt]L	Set to landscape orientation
[Alt]E	Toggle headers and footers on and off
[Alt]S	Change print size
[Alt]N	Show multiple pages
[Alt]1	View full page
[Alt]W	View page width
[Alt]C	Close Print Preview

Menu access

Keystroke	Function
[Alt]M	Open Home menu
[Alt]R	Open Print menu
[Alt]J	Open Tools menu
[Alt]O	Open RSS menu
[Alt]L	Open Help menu

Favorites, history, feeds

Keystroke	Function
[Ctrl]D	Add current page to Favorites
[Ctrl]B	Open Organize Favorites dialog box
[Alt] Up arrow or Down arrow	Move selected item up or down list in Organize Favorites dialog box
[Alt]C	Open Favorites Center
[Ctrl]I	Open Favorites Center with favorites displayed (Add [Shift] to pin the list open)
[Ctrl]H	Open Favorites Center with history displayed (Add [Shift] to pin the list open)
[Ctrl]J	Open Favorites Center with feeds displayed (Add [Shift] to pin the list open)
[Alt]Z	Display Add To Favorites menu
[Alt]I	Display all feeds in feed view
[Alt]M	Mark feed as read in feed view
[Alt]S	Jump to Search box in feed view

Additional resources

- TechRepublic's [Downloads RSS Feed](#) **XML**
- Sign up for TechRepublic's [Downloads Weekly Update](#) newsletter
- Sign up for our [Microsoft Office Suite newsletter](#)
- Check out all of TechRepublic's [free newsletters](#)
- ["50+ Keyboard shortcuts to move faster in Microsoft PowerPoint"](#) (TechRepublic download)
- ["70+ Keyboard shortcuts to move faster in Microsoft Access"](#) (TechRepublic download)
- ["80+ Keyboard shortcuts to move faster in Microsoft Outlook"](#) (TechRepublic download)
- ["Microsoft Word 2003 keyboard shortcuts"](#) (TechRepublic download)

Version history

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