

# Other programs and lots more shortcuts

Although the global Windows 7 shortcuts are the headliners, you will probably save the most time by getting to know the keyboard shortcuts in frequently used applications such as your Web browser, e-mail program, and word processor.

Here are links to handy keyboard shortcut reference guides for many popular apps, along with my favorite shortcut discoveries made researching this article:

- **Internet Explorer.** ([shortcuts](#)) Try Control+Shift+P to open an InPrivate browsing window; try Control + E to go to the Search box.
- **Firefox.** ([shortcuts](#)) Select the exact tab you want with Command + 1 to 8. Command + 9 chooses the last tab.
- **Chrome.** ([shortcuts](#)) Press Alt and click a link to download its target, such as a picture or PDF file.
- **Office 2010.** ([shortcuts](#)) Use the keyboard to work the ribbon interface in all Office programs. This is a huge timesaver. Also, create your own shortcuts by first clicking the File tab to open Backstage view. Then choose Options/Customize Ribbon/Keyboard, then Shortcuts/Customize to enter your own key combinations or to change existing ones, as shown in Figure 1.

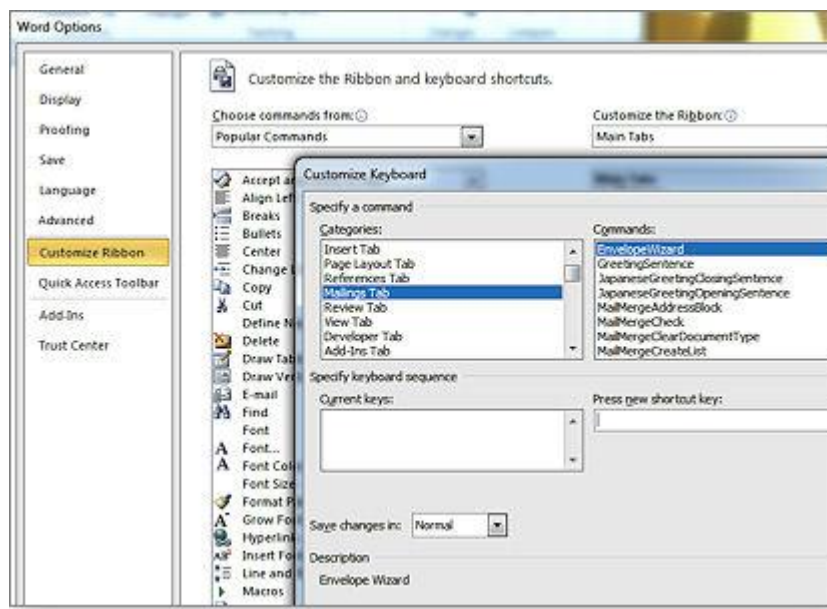


Figure 1. The keyboard customization tool in Office 2010.

- **Word 2010.** ([shortcuts](#)) Press Shift + F7 to open the Thesaurus. My new favorite function key! Lots of great formatting, selection, and navigation shortcuts here, too.
- **Excel 2010.** ([shortcuts](#)) Control + Shift + : enters the current time. Control + Shift + & adds a border around the selected cells.
- **OneNote 2010.** ([shortcuts](#)) I've fallen in love with the ability to move the current paragraph or selected paragraphs up or down in a document by pressing Alt + Shift + up- or down-arrow.
- **Outlook 2010.** ([shortcuts](#)) Enter Control + Shift + I to switch to your Inbox (or Control + Shift + O to move to your Outbox).
- **Thunderbird.** ([shortcuts](#)) Press F8 to toggle the message pane on and off; press T to jump to the next unread thread.
- **Windows Media Player 12.** ([shortcuts](#)) Alt + Enter toggles full-screen video.
- **Adobe Photoshop CS5.** ([shortcuts](#)) Adobe is kind enough to let you use theirs or [build your own](#) shortcuts right in the program.

With a little Googling, you can find more lists of shortcuts for most any program you use regularly.