

General Commands Navigation Windows

Desktop to foreground	Windows key + D
Right click	Context menu
Menu drop down, Action selection	Alt + underlined letter
Toggle between open applications	Alt + Tab
Exit application	Alt, F + X or Alt + F4
Maximize window	Alt, Spacebar + X
Minimize window	Alt, Spacebar + N
Closes window	Ctrl + W
Renames a selected file or folder	F2

Keyboard Shortcuts of Ms Word - Text Formatting

Apply and Remove Bold	Ctrl + B
Apply and Remove Italic	Ctrl + I
Apply and Remove Underline	Ctrl + U
Apply and Remove double-underline	Ctrl + Shift + D
Apply and Remove words underline	Ctrl + Shift + W
Apply and Remove Big capitals	Ctrl + Shift + A
Apply and Remove Small capitals	Ctrl + Shift + K
Open Font dialog box	Ctrl + D
Increase font size by one value	Ctrl + Shift + >
Decrease font size by one value	Ctrl + Shift + <
Apply and Remove subscript	Ctrl + =
Apply and Remove Superscript	Ctrl + Shift + =
Copy formatting	Ctrl + Shift + C
Paste formatting	Ctrl + Shift + V
Change between all case	Shift + F3
Apply strike-through formatting	Alt + H then 4
Reveal formatting	Shift + F1
Apply and Remove Highlight text feature	Ctrl + Alt + H
Right align paragraph	Ctrl + R
Left align paragraph	Ctrl + L
Center align paragraph	Ctrl + E
Justify align paragraph	Ctrl + J
Set line spacing to single space	Ctrl + 1
Set line spacing to double space	Ctrl + 2
Set line spacing to 1.5	Ctrl + 5
Open or Close styles task pane	Alt + Ctrl + Shift + S
Apply Heading 1 style	Alt + Ctrl + 1
Apply Heading 2 style	Alt + Ctrl + 2
Apply Heading 3 style	Alt + Ctrl + 3
Apply Normal Style	Ctrl + Shift + N
Open apply styles task pane	Ctrl + Shift + S

Keyboard Shortcuts of Adobe Photoshop

Activity	Shortcut key
New	Ctrl+N
New Layer	Ctrl+Shift+N
Open	Ctrl+O
Open As	Ctrl+Alt+O
Close	Ctrl+W
Close All	Ctrl+Shift+W
Save	Ctrl+S
Save As	Ctrl+Shift+S
Save a Copy	Ctrl+Alt+S
Save for Web	Ctrl+Alt+Shift+S
Page Setup	Ctrl+Shift+P
Print	Ctrl+P
Exit/Quit	Ctrl+Q
Jump to Image Ready	Ctrl+Shift+M
Help	F1
Undo	Ctrl+Z
Step Back in History	Ctrl+Alt+Z
Step Forward in History	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Copy Merged	Ctrl+Shift+C
Paste	Ctrl+V
Paste Into	Ctrl+Shift+V
Free Transform	Ctrl+T
Paste Into	Ctrl+Shift+V
Keyboard Shortcuts	Alt+Shift+Ctrl+K
Adjust Levels	Ctrl+L
Adjust Auto Levels	Ctrl+Shift+L
Adjust Auto Contrast	Ctrl+Alt+Shift+L
Adjust Curves	Ctrl+M
Adjust Color Balance	Ctrl+B
Adjust Hue/Saturation	Ctrl+U
Desaturate	Ctrl+Shift+U
Invert	Ctrl+I
Extract	Ctrl+Alt+X
New Layer	Ctrl+Shift+N
Layer via Copy	Ctrl+J
Layer via Cut	Ctrl+Shift+J
Group with Previous	Ctrl+G
Ungroup	Ctrl+Shift+G
Bring to Front	Ctrl+Shift+]]
Bring Forward	Ctrl+]]
Send Backward	Ctrl+[[
Send Back	Ctrl+Shift+[[
Send Backward	Ctrl+[[

Merge Layers	Ctrl+E
Merge Visible	Ctrl+Shift+E
Select All	Ctrl+A
Deselect	Ctrl+D
Reselect	Ctrl+Shift+D
Inverse	Ctrl+Shift+I
Feather	Ctrl+Alt+D
Preview CMYK	Ctrl+Y
Gamut Warning	Ctrl+Shift+Y
Zoom In	Ctrl++
Zoom Out	Ctrl+-
Zoom In & Resize Window	Ctrl+Alt++
Zoom Out & Resize Window	Ctrl+Alt+-
Fit on Screen	Ctrl+0
Actual Pixels	Ctrl+Alt+0
Hide Edges	Ctrl+H
Show/Hide Target Path	Ctrl+Shift+H
Show/Hide Rulers	Ctrl+R
On/Off Snap	Ctrl+Shift+;
Show/Hide Extras	Ctrl+H
Lock Guides	Ctrl+Alt+;
Show Guides	Ctrl+;
Show Grid	Ctrl+'
Fill with Foreground Color	Alt+Backspace
Fill with Background Color	Shift+Backspace
Fill from History	Ctrl+Alt+Backspace
Move 10 Pixels	Shift+Arrow Keys
Move a Copy 10 Pixels	Shift+Alt+Arrow Keys
Increase Font Size by 2	Ctrl+Alt+>
Decrease Font Size by 2	Ctrl+Alt+<
Increase Font Size by 10	Ctrl+Shift+Alt>
Decrease Font Size by 10	Ctrl+Shift+Alt+<
Ascend through Layers	Alt+]]
Descend through Layers	Alt+[[
Select Top Layer	Shift+Alt+]]
Select Bottom Layer	Shift+Alt+[[
Show/Hide All Palettes	Tab

Keyboard Shortcuts of Adobe Illustrator

Activity	Shortcut key
New	Ctrl + N
Open	Ctrl + O
Revert	F12
Close	Ctrl + W
Save	Ctrl + S
Save As	Ctrl + Shift + S
Save a Copy	Ctrl + Alt + S
Save for Web	Ctrl + Shift + Alt + S
Document Setup in Adobe Illustrator	Ctrl Alt p
Page [Print] Setup	Ctrl + Shift + P
Quit [Exit] Illustrator	Ctrl + P
Edit	
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste in Front	Ctrl + F
Paste in Back	Ctrl + B
Clear	Delete
Keyboard Shortcuts in Adobe Illustrator	Ctrl Shift Alt K
General Preference	Ctrl + K (under the Illustrator menu for Mac OS X)
Object	
Transform -> Transform Again	Ctrl D
Transform -> Move	Ctrl + Shift + M
Transform -> Transform Each	Ctrl + Shift + Alt + D
Bring to Front (in Adobe Illustrator)	Ctrl Shift]
Bring Forward	Ctrl +]
Send Backward	Ctrl + [
Sent to Back	Ctrl + Shift + [
Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Lock -> Selection	Ctrl + 2
Unlock All	Ctrl + Alt + 2
Hide -> Selection	Ctrl + 3
Show All in Adobe Illustrator	Ctrl Alt 3
Path -> Join	Ctrl + J
Path -> Average	Ctrl + Alt + J
Blend -> Make	Ctrl + Alt + B
Blend -> Release	Ctrl + Alt + Shift + B
Envelope Distort -> Make With Warp	Ctrl + Alt + W
Envelope Distort -> Make with Mesh	Ctrl + Alt + M
Envelope Distort -> Make with Top Object	Ctrl + Shift + C

Envelope Distort -> Edit Contents	Ctrl + Shift + V
Clipping Mask -> Make	Ctrl + 7
Compound Mask -> Release	Ctrl + Alt + 7
Compound Path -> Make (in Adobe Illustrator)	Ctrl 8
Compound Path -> Release	Ctrl + Alt + 8
Type	
Font	Ctrl + Alt + Shift + M
Create Outlines	Ctrl + Shift + O
Select	
Select All	Ctrl + A
Deselect All	Ctrl + Shift + A
Reselect	Ctrl + 6
Next Object Above in Adobe Illustrator	Ctrl Alt]
Next Object Below	Ctrl + Alt + [
Filter	
Apply Last Filter	Ctrl + E
Last Filter	Ctrl + Alt + E
Edit	
Apply Last Filter	Ctrl + Shift + E
Last Filter Dialog Box	Ctrl + Shift + Alt + E
Outline/Preview	Ctrl + Y (toggle)
Over Print Preview	Ctrl + Shift + Alt + Y
Pixel Preview in Adobe Illustrator	Ctrl Alt Y
Zoom In	Ctrl + + (Plus sign)
Zoom out	Ctrl + -
Fit in Window	Ctrl + 0 (Zero)Double-click Zoom tool
Actual Size (100%)	Ctrl + 1Double-click Zoom tool
Hide Edges	Ctrl + H (toggle)
Hide Template	Ctrl + Shift + W (toggle)
Show/Hide Rulers	Ctrl + R (toggle)
Show/Hide Bounding Box in Adobe Illustrator	Ctrl Shift B (toggle)
Show/Hide Transparency Grid	Ctrl + Shift + D (toggle)
Guides ? Show/Hide Guides	Ctrl + ;(toggle)
Guides ? Lock Guides	Ctrl + Alt + ;
Guides ? Make Guides	Ctrl + 5
Guides ? Release Guides	Ctrl + Alt + 5
Smart Guides	Ctrl + U
Show/Hide Grid	Ctrl + "(toggle)
Snap to Grid [Pixel]	Ctrl + Shift + "
Snap to Point in Adobe Illustrator	Ctrl Alt "
Window	
Show/Hide Align	Shift + F7 (toggle)
Show/Hide Appearance in Adobe Illustrator	Shift F6 (toggle)
Show/Hide Attributes	F11 (toggle)
Show/Hide Brushes	F5 (toggle)

Show/Hide Color	F6 (toggle)
Show/Hide Gradient in Adobe Illustrator	F9 (toggle)
Show/Hide Info	F8 (toggle)
Show/Hide Layers	F7 (toggle)
Show/Hide Pathfinder	Shift + F9 (toggle)
Show/Hide Stroke	F10 (toggle)
Show/Hide Styles	Shift + F5 (toggle)

Keyboard Shortcuts of Adobe After Effects - Tools

Activate selection tool	V
Activate Hand tool	H
Activate Zoom tool	Z
Activate Rotation tool	W
Activate & cycle through Camera tools	C
Activate Pane behind tool	Y
Activate mask & Shape tools	Q
Activate Brush, Clone stamp and Eraser tools	Ctrl + B
Activate and cycle through Type tools	Ctrl + T
Activate and cycle through Puppet tools	Ctrl + P
Activate Roto Brush tool	Alt + W
Open or close Effect controls panel for selected layer	Ctrl + Shift + T
Switch to workspace	Shift + F10
Close active viewer window	Ctrl + W
Close all active viewer window	Ctrl + Shift + W
Resize application window	Ctrl + \
Move application window	Ctrl + Alt + \

Keyboard Shortcuts of Adobe Premiere - Tools

Track select tool	A
Ripple edit tool	B
Razor tool	C
Hand tool	H
Rolling edit tool	N
Pen tool	P
Slide tool	U
Selection tool	V
Slip tool	Y
Zoom tool	Z