

No Mouse in the House



Survival Guide for PC users

Global shortcuts

Move clockwise:	Tab
Move anti-clockwise:	Shift + Tab
Swap between open applications:	Alt + Tab
View all active applications:	Windows + tab
Navigate taskbar:	Windows + T
Open first icon on taskbar:	Windows + 1
Open second icon on taskbar:	Windows + 2 (and so on)
Close active window:	Alt + F4
Emoji menu:	Windows + .
Full-screen view:	Alt + spacebar followed by X
Move current app. to next monitor:	Windows + Shift + L/R Arrows

Zoom

Mute/unmute audio:	Alt + A
Mute/unmute everyone (host):	Alt + M
Stop/start video:	Alt + V
Open chat:	Alt + H
Open share screen window:	Alt + S
Start/stop local recording:	Alt + R
Start/stop cloud recording:	Alt + C
Raise/lower hand:	Alt + Y

Teams

First app (eg Activity or Chat):	Ctrl + 1
Second app:	Ctrl + 2 (and so on)
New chat:	Ctrl + N
Go to search bar:	Ctrl + E
Mute audio:	Ctrl + Shift + M
Turn camera off:	Ctrl + Shift + O

Outlook

Move clockwise between panes:	Ctrl + Tab
Move anti-clockwise between panes:	Shift + Ctrl + Tab
Open calendar window:	Ctrl + 2
Open mail window:	Ctrl + 1
Forward an email:	Ctrl + F
Find text/item:	Shift + Ctrl + F
Reply:	Ctrl + R
Reply all:	Ctrl + Shift + R
Insert signature:	Alt + N then Alt + AS
Send email:	Alt + S
Close an email:	Escape
Go to inbox:	Ctrl + Shift + I

Excel

Edit cell:	F2
End of range:	End + arrow keys
Select all:	Ctrl + A

Edge, Chrome and Firefox Browsers

New tab:	Ctrl + T
Go to a specific tab:	Ctrl + number of tab (e.g. Ctrl + 1)
Close tab:	Ctrl + W

Add your own shortcut discoveries:

