

Shortcuts, Tips, Tricks (Public)

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Shortcuts & Modifier Key Guide

A collection of useful keyboard shortcuts that work across **Windows, text editors, terminals, and file explorers.**

Modifier keys are keys you hold while performing another action.

Common modifier keys include:

- **CTRL**
- **ALT**
- **SHIFT**
- **CMD** (Mac - ignored in this guide for simplicity)
- **Fn**

These shortcuts are designed to work in **most text editors, terminals, browsers, and common applications.**

Text Entry & Navigation

CTRL — Word-Level Navigation

Holding **CTRL** changes many actions from working on a **single character** to working on a **whole word**.

Shortcut	Function
CTRL + Left / Right	Move cursor one word at a time
CTRL + Backspace	Delete the previous word
CTRL + Delete	Delete the next word
CTRL + Up / Down	Move cursor one paragraph at a time
CTRL + Home	Move to the start of a document
CTRL + End	Move to the end of a document
CTRL + Space	Remove formatting from selected text
CTRL + Enter	Insert page break (Word and similar editors)
CTRL + Click	Highlight an entire sentence

SHIFT — Text Selection Modifier

SHIFT is commonly used to **highlight text** and modify existing commands.

Shortcut	Function
SHIFT + Arrow Keys	Highlight text
CTRL + SHIFT + V	Paste text without formatting
SHIFT + Enter	Insert a new line without submitting a form or creating extra spacing

Example: Useful in comment boxes or the Google search bar.

Fn Key Shortcuts

Some keyboards use the **Fn key** for navigation shortcuts.

Shortcut	Function
Fn + Left	Home
Fn + Right	End
Fn + Up	Page Up
Fn + Down	Page Down

Tab Key

Shortcut	Function
TAB	Indent bullet point
SHIFT + TAB	Remove one indent level

Mouse Shortcuts

Action	Result
Double-click	Highlight an entire word

Action	Result
Triple-click	Highlight an entire sentence, paragraph, or field
Double-click + drag	Highlight multiple words
Triple-click + drag	Highlight multiple paragraphs
CTRL + Click + drag	Highlight text sentence-by-sentence
Drag highlighted text	Move highlighted text
Drag highlighted text to another app	Copy text between programs

File Explorer Shortcuts

File Drag Actions

Shortcut	Action
CTRL + Drag file	Copy file
SHIFT + Drag file	Move file
ALT + Drag file	Create shortcut
CTRL + SHIFT + Drag	Create shortcut

File Selection

Shortcut	Action
CTRL + Click	Select or deselect individual files
Drag selection box	Select multiple files
CTRL + Drag selection	Add files to selection
SHIFT + Drag selection	Add files to selection

Navigation

Shortcut	Action
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Arrow Keys	Move selection
CTRL + Arrow Keys	Move active file without losing selection
Space (or CTRL + Space)	Add file to selection

Browser & Tab Shortcuts

These shortcuts work in **File Explorer, browsers, and many programs.**

Shortcut	Action
CTRL + T	Open new tab
CTRL + W	Close tab
CTRL + TAB	Next tab
CTRL + SHIFT + TAB	Previous tab
CTRL + N	Open new window

CTRL + W also closes the **current document** in programs like **Microsoft Word.**

Process Control

Shortcut	Action
CTRL + C	Stop running process or script

Miscellaneous Windows Shortcuts

Shortcut	Function
CTRL + ALT + TAB	Window switcher that stays open
Win + SHIFT + S	Open Snipping Tool
Win + P	Open display projection menu
Win + ;	Emoji & clipboard panel

Shortcut	Function
CTRL + SHIFT + V	Paste without formatting

Tips

These shortcuts help you:

- Edit text faster
- Navigate documents efficiently
- Manage files quickly
- Use terminals more effectively
- Improve general productivity

The **text navigation shortcuts** (CTRL + arrows and CTRL + backspace) are some of the most powerful and widely supported shortcuts across applications.

Call Forwarding

How to Set Up Call Forwarding to Your Mobile

This guide provides a straightforward method for setting up call forwarding to your mobile device, ensuring you never miss important calls, even when away from your desk. It includes essential tips on customizing your call rules, such as adjusting ring times and preserving caller ID. By following these steps, you can enhance your communication efficiency and maintain professionalism during business hours. Whether you're new to call management or looking to optimize your setup, this guide is a valuable resource.

1. Hover over "Features" then Click "Call Rules"



2. Click "Create Call Rule Set"



3. Click "Rule Set Name"



4. Enter a Rule Set Name "Forward to Mobile"



Alert! The time frame you select controls when you receive calls. Ask yourself, do I need to answer after 5pm?

5. Click Rule Set Time Frame and Select "During Business Hours"



6. Click Save Call Rule Set"



Tip! Lets create the logic for the call rule set.

7. Click "Create Action"



8. Select "Call Cascade"



9. Enter the phone number where calls should be forwarded, hit enter.

If you answer external calls (all calls option from type of call), please give yourself more than 2 rings to answer while at your desk.



10. Change the number of rings before forwarding (2-3 works best if you sit at your desk)



11. Toggle "Preserve Caller ID" and "Acknowledge Call" to Yes



12. Click "Create Action"



13. Click "Send to Voicemail"



14. Change the number of times the phone rings before being sent to voicemail, 8 rings works wonders!



The order your call rules are listed, is the order they're actions are applied!

“ Stuck? Email IT@oxfordcompanies.com for assistance. Thank you!

15. Click "Back to Call Rules" Drag the new rule to the top of the list.



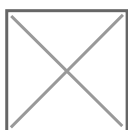
Add "BCC and From" fields to Outlook

How to Enable Bcc and From Fields in Outlook

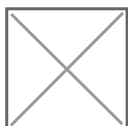
“ Questions or comments? Send us an Email at IT@oxfordcompanies.com Thank you!

Learn how to customize your email composition window by adding the Bcc and From fields. This guide helps you manage your sender identity and maintain recipient privacy during your email workflow.

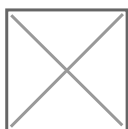
1. Click "New Email" to open a new message window.



2. Select the "Options" tab in the top ribbon.



3. Click "BCC" and "From" to enable these options.



Article created by Jeremy Romain

New Page

How To Set Up Automatic Replies In Outlook

[Made by Jeremy Romain with Scribe](#)

Learn how to configure out-of-office responses for both internal and external email recipients. This guide simplifies the process of managing your communication status to ensure your colleagues and clients are notified when you are away.

1. Click "File"



2. Click "Automatic Replies"



3. Select "Send automatic replies"



4. Click the "Outside My Organization" tab



5. Click "OK" to save and enable automatic replies



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