

The Beauty of Shortcuts

If you don't remember, there was a time when your computer didn't come with a mouse attached, and you could only interact with the computer using the keyboard. It is possible to use a computer without a mouse. Here is the list of keyboard shortcuts that you could use to eliminate mouse clicks.

GENERAL KEY SHORTCUTS:

Shortcut Keys	Description
Alt + Tab	Switch between open applications.
Alt + Shift + Tab	Switch backwards between open applications.
Alt + <u>Print Screen</u>	Create a <u>screen shot</u> only for the program you are currently in.
Ctrl + Alt + Del	<u>Reboot</u> the computer and/or bring up the Windows <u>task manager</u> .
Ctrl + Esc	Bring Up start menu.
Alt + Esc	Switch Between open applications on taskbar.
F3	Starts find from desktop.
F5	Refresh Contents.
Alt + F4	Closes Current open program.
Ctrl + F4	Closes Window in Program.
Alt + Enter	Opens properties window of selected icon or program.
Shift + F10	Simulates right-click on selected item.
Shift + Del	Delete programs/files without throwing into the recycle bin.
Holding Shift	When putting in an audio CD, will prevent CD Player from playing

WINKEY looks like this on your keyboard =



Shortcut Keys	Description
WINKEY + D	Brings the <u>desktop</u> to the top of all other windows.
WINKEY + M	Minimizes all windows.
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D.
WINKEY + E	Open Microsoft Explorer.
WINKEY + Tab	Cycle through open programs through the <u>taskbar</u> .
WINKEY + F	Display the Windows Search / Find feature.

MICROSOFT WORD:

Shortcut Keys	Description
F1	Universal Help in almost ever Windows program.
Ctrl + A	Select all text.
Ctrl + X	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + V	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line

INTERNET SHORTCUTS:

Shortcut Keys	Description
Alt + Left Arrow	Back a page.
Alt + Right Arrow	Forward a page.
F5	Refresh current page / frame.
F11	Display the current website in full screen mode. Pressing F11 again will exit this mode.
Esc	Stop page or download from loading.
Ctrl + N	Open New browser window.
Ctrl + P	Print current page / frame.
Spacebar	Moves down a page at a time.
Shift + Spacebar	Moves up a page at a time.

Mouse Shortcuts	Description
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word selects the complete word
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.