

<b>Shortcut</b>	<b>Action</b>
<b>CTRL+A</b>	<b>Select all.</b>
<b>CTRL+B</b>	<b>Bold</b>
<b>CTRL+C</b>	<b>Copy.</b>
<b>CTRL+E</b>	<b>Center justify</b>
<b>CTRL+I</b>	<b>Italics</b>
<b>CTRL+L</b>	<b>Left justify</b>
<b>CTRL+O</b>	<b>Open.</b>
<b>CTRL+P</b>	<b>Print</b>
<b>CTRL+R</b>	<b>Right justify</b>
<b>CTRL+S</b>	<b>Save.</b>
<b>CTRL+U</b>	<b>Underline</b>
<b>CTRL+V</b>	<b>Paste.</b>
<b>CTRL+X</b>	<b>Cut.</b>
<b>CTRL+Z</b>	<b>Undo.</b>
<b>CTRL+ESC</b>	<b>Access Start button in taskbar.</b>
<b>SHIFT+F10</b>	<b>Display pop-up menu.</b>
<b>ESC</b>	<b>Cancel.</b>
<b>ALT</b>	<b>Activate or inactivate menu bar mode.</b>
<b>ALT+ENTER</b>	<b>Display properties.</b>
<b>ALT+F4</b>	<b>Close active window.</b>
<b>ALT+PRINT SCREEN</b>	<b>Capture focus window to Clipboard.</b>
<b>PRINT SCREEN</b>	<b>Capture desktop image to Clipboard.</b>
<b>F1</b>	<b>Display contextual Help Window.</b>
<b>F2</b>	<b>Rename.</b>
<b>F3</b>	<b>Find.</b>
<b>DELETE</b>	<b>Delete.</b>
<b>SHIFT+DELETE</b>	<b>Delete file immediately without putting it in Recycle Bin.</b>
<b>HOME</b>	<b>Go to beginning of line.</b>
<b>END</b>	<b>Go to end of line.</b>
<b>CTRL+HOME</b>	<b>Go to beginning of document.</b>
<b>CTRL+END</b>	<b>Go to end of document.</b>

#### **Microsoft Natural Keyboard (Windows) Keys**

<b>Shortcut</b>	<b>Action</b>
<b>SHIFT+F10</b>	<b>Display pop-up window for object.</b>
<b>Windows logo key</b>	<b>Display Start menu.</b>
<b>WIN+F1</b>	<b>Start Help.</b>
<b>WIN+TAB</b>	<b>Cycle through taskbar buttons.</b>

#### **Microsoft Natural Keyboard (Windows) Keys (Cont.)**

<b>Shortcut</b>	<b>Action</b>
<b>WIN+E</b>	<b>Start Windows Explorer.</b>

<b>WIN+F</b>	<b>Find files or folders.</b>
<b>WIN+M</b>	<b>Minimize All.</b>
<b>SHIFT+WIN+M</b>	<b>Undo Minimize All.</b>
<b>WIN+R</b>	<b>Display Run dialog box.</b>
<b>WIN+BREAK</b>	<b>Hot key used to display System Properties dialog box; reserved for system use.</b>

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## **Keyboard Shortcuts for Windows 95/98** **Action**

To use keyboard shortcuts which consist of a combination of two keys:

1. Use one hand to hold down the first key listed.
2. Use your other hand and *briefly* type the second key. Do not hold down the second key. Just type it once.
3. Then you can release the first key.

### **Three Miscellaneous Commands**

**Esc**                This will close most menus and dialog boxes. It is like using the **X** (close) button.

**Tab**                Use tab in dialog boxes to move from one selection to the next. You can see what is selected by the rectangular dashed line around a button, or by the shadow. To instruct the computer to carry out a highlighted or default button, press Enter.

**Del (Deleting)** First, you need to have something selected (highlighted). This can be text in a document, or an icon in a window or one on the desktop. Press Del and the selected item will be placed in the recycle bin. The item will not be removed from the computer until you empty the recycle bin.

**Function Keys** - The function keyboard shortcuts use only one key!

**F1     Help**                This key will open a help dialog box relevant to the area you are working in. F1 will open Help for many different apps (applications) when working in Windows 95/98. If you want to open Help for Windows 95, the desktop must be the active area. This means that you cannot have any other window active. To deactivate other areas and make the desktop the active area, click anywhere on the desktop where there are no icons. Then press F1.

**Function Keys** - The function keyboard shortcuts use only one key! (Cont.)

**F2     Rename**            To rename an object (file, folder, shortcut, application, etc.), select the icon on the desktop by single clicking on the icon, then press F2. The name will be selected

(highlighted) and if you type a new name, it will replace the selection. To make a minor change without replacing the entire selection after pressing F2, position the cursor in the name and click once to create a new insertion point.

**F3 Find** To open “Find” for Windows 95/98, the desktop must be the active area. This means that you cannot have any other window active. To deactivate other areas and make the desktop the active area, click anywhere on the desktop where there are no icons. Then press F3.

**F5 Refresh** This is especially useful when using “My Computer” or the Windows Explorer to view the contents of a floppy disk. After viewing the contents of a disk and if you insert a new disk, you will need to use the refresh command to view the contents of the new disk. The refresh command is also located in the dropdown window, under “View” on the Menu Bar...or just press F5.

**F10 Access the Menu Bar** You need to have active window to use the command. When you press F10, the first word on the left end of the Menu Bar will be highlighted (this will almost always be the word “File”). Once this word is highlighted, use your left and right arrow navigation keys to move across each in the Menu Bar. Then, use the down arrow key to open the drop down menu. You can use the down arrow or the underlined letters in the drop down window to select the command you want. When the desired command is selected (highlighted), press “Enter.” Note: The alternate shortcut for accessing the Menu Bar is to use the **Alt** key + (an underlined letter) to open the drop down menu desired.

### Alt combinations

**Alt + F4 Close a program** Using this combinations is the same thing as choosing the **X** in the upper right corner of a window. You can use this combination to choose the Shut Down command for your computer, if the desktop is the active area. This means that you cannot have any other window active. To deactivate other areas and make the desktop the active area, click anywhere on the desktop where there are no icons. Then press Alt + F4.

**Alt + Enter View Properties** You can open the Properties window for an icon using this combination. Select (highlight) the icon by single clicking it. Press Alt + Enter. The Properties window will give you details about the selected icon including type, location, size, name, dates, and attributes.

**Alt + Print Screen Screen Snapshot** This command will copy the contents of the active window as it appears onscreen, to the clipboard. You can then paste this saved screen into a document.

**Alt + Tab Move between open windows** Instead of using the taskbar buttons, or clicking on windows to make them active, you can change the active window with this shortcut. NOTE: Hold down Alt and continue to hold it down. A rectangle will appear showing an icon for every open window. Continue to hold down Alt and press Tab to move the selection box to the next icon within the rectangle. Each time you press Tab, the selection box will move. When the window you want to switch to is selected by the selection box outline, release the Alt key.

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### Ctrl Combinations



**Ctrl + V**                      **Paste**                      When something has been placed in clipboard, by copying or cutting, you can paste it in any other location you choose; either in the document on which you are currently working or any other available document on your computer. Click your mouse to choose an insertion point (where you wish to place the item). Press Ctrl + V and the previously highlighted item will be pasted in the new location. The item will remain in the clipboard until replaced by a new selection, or until the computer is turned off. You can continue to paste the same time, over and over, until something else is placed in the clipboard.

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### **Formatting Ctrl Combinations**

The following formatting commands are very useful in word processing. They may not work in all programs. To use these commands, you first need to have something selected (highlighted). You can select text by placing your cursor in a document at the beginning or end of the area you wish to select. Then hold down the left mouse button and drag the mouse cursor right or left, or up or down until the desired area is selected (highlighted). Hint: When writing a document, complete the text first and save your work. Once completed, work on formatting the document and use the Print Preview command to see how it will look.

<b>Ctrl + B</b>	<b>Bold</b>
<b>Ctrl + I</b>	<i>Italicize</i>
<b>Ctrl + U</b>	<u>Underline</u>
<b>Ctrl + 2</b>	Double-space

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When everything seems to lock up on the computer, try pressing these three keys: **Ctrl + Alt** (together), then **Del** and then follow whatever instructions are given to continue.

This should clear up the existing problem and restart the computer. If the computer restarts in the Safe Mode on the Desktop, simply shut down in the normal routine manner, then restart normally.

The next time it boots up, everything should be back to normal. If not, there may be other, more serious problems to examine.

