USEFUL KEYBOARD SHORTCUTS

Although there are literally hundreds of keyboard shortcuts that can take the place of mouse clicks, the following are among the most popular and, over time, are easy to commit to memory. You may even find that by using them, you will become more efficient in your computing activities than by clicking the mouse and dragging a pointer. It will be to your advantage to make several of these a part of your everyday computing repertoire.

Don't try to master them all at the same time. Pick out five or six that you think might hold promise for you personally, write them down on a 3X5 index card and post the card on the front border of your monitor where it will act as a constant reminder.

Windows Shortcuts

1. Toggle between *open applications*: Hold down the **Alt** key and repeatedly hit **Tab** until you land on the icon for the open application you want, then release both keys.

2. When you have other windows open and need to get back to the **Windows desktop:** Hold down the **Windows** key and press **D** (for desktop).

3. Open File Explorer to view your computer's file management system (*This PC*): Hold down the **Windows** key and press **E** (for Explorer).

4. Bring up the context menu. Instead of right-clicking in a document or on an object to call up its context menu, just press **Shift+F10**.

5. A mouse-free method for shutting down Windows is to press the **Windows** key + **D** to return to the Desktop. Once on the Desktop, press **Alt + F4.**

6. To open the **Start Menu**, press the **Windows** key.

7. To access the **Search** function, press **CTRL + F** (for Find).

8. To delete items permanently without sending them to the Recycle Bin, highlight the item, then press **Shift + Delete**.

9. To access the **Help** menu in Windows and in most applications, press **F1**.

Application Shortcuts: The following shortcuts work with most Microsoft Office and other Windows applications.

10. To open a document from within an application, select **Ctrl+O.**

11. Use **Ctrl+N** to open a new document or a new browser window.

12. To save your work in a document, press **Ctrl+S**.

13. To send your document to the printer, press **Ctrl+P**.

14. To select the entire body of text, press **Ctrl+A**.

15. To access the complete font menu, press **Ctrl + D**.

16. To toggle **boldface** on or off, select the text, then press **Ctrl+B**.

17. To toggle *italics* on or off, select the text, then press **Ctrl+I.**

18. To toggle <u>underline</u> on or off, select the text, then press **Ctrl+U**.

19. To undo your most recent keystroke, press **Ctrl+Z**.

20. To redo your most recent undo, press **Ctrl+Y.**

21. To move from one fill field to the next, press **Tab**.

22. To return to a previous fill field, press **Shift+Tab**.

23. To increase the font size of a text selection in Word, press **Ctrl+].**

24. To decrease the font size of a text selection in Word, press **Ctrl+[.**

25. **Ctrl+W** (or Ctrl+F4) closes an open document.

26. **Alt+F4** closes the application you are in. In other words, it will close each open window, one at a time.

27. **Ctrl+Home** jumps to the beginning of an open file.

28. **Ctrl+End** fast-forwards to the end of an open file.

29. To "grasshopper" your way across a line of text, hold the **Ctrl** key while pressing either the up, down, left, or right arrows.

30. To cut a block of text or other information from a document, select it and then press **Ctrl+X**.

31. The best mouseless way to select text or other data is to position the cursor in front of your desired selection using the arrow keys. Then while holding down the **Shift** key, press the appropriate **arrow** keys until you've highlighted the entire selection.

32. To copy a selection to the clipboard, use **Ctrl+C**.

33. To paste the clipboard's contents into a new location, use **Ctrl+V**.

34. Pay a quick visit to the menu bar. Pressing the **Alt** key in almost any application creates a focus on the active application's **menu bar**. From there, you can press the key matching the underlined letter in the menu item you want to access.

35. To toggle between all caps, all lower case, and standard text, highlight the target text and press **Shift + F3**.