TECHNOLOGY TIP

KEYBOARDING SHORTCUTS *(Compiled by Abbie Workman)*

WINDOWS SYSTEM KEY COMBINATIONS

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- WINDOWS LOGO+L: Lock the computer (without using CTRL+ALT+DELETE)

MICROSOFT NATURAL KEYBOARD KEYS

- WINDOWS LOGO: Start menu
- WINDOWS LOGO+R: Run dialog box
- WINDOWS LOGO+M: Minimize all
- SHIFT+WINDOWS LOGO+M: Undo minimize all
- WINDOWS LOGO+F1: Help
- WINDOWS LOGO+E: Windows Explorer
- WINDOWS LOGO+F: Find files or folders
- WINDOWS LOGO+D: Minimize all open windows and display the desktop
- CTRL+WINDOWS LOGO+F: Find computer
- CTRL+WINDOWS LOGO+TAB: Move focus from Start, to the Quick Launch toolbar, to the System tray (use RIGHT ARROW or LEFT ARROW to move focus to items on the Quick Launch toolbar and the System tray)
- WINDOWS LOGO+TAB: Cycle through taskbar buttons
- WINDOWS LOGO+BREAK: System Properties dialog box

TO CREATE A SHORTCUT

- Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder

TO COPY A FILE

- Press and hold down the CTRL key while you drag the file to another folder

WINDOWS PROGRAM KEY COMBINATIONS
(FOR MOST PROGRAMS)

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

GENERAL FOLDER/SHORTCUT CONTROL

- F4: Select the *Go To A Different Folder* box and move down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refresh the current window
- F6: Move among panes in Windows Explorer
- CTRL+G: Open the *Go To Folder* tool (in Windows 95 Windows Explorer only)
- CTRL+Z: Undo the last command
- CTRL+A: Select all the items in the current window
- BACKSPACE: Switch to the parent folder
- SHIFT+click+CLOSE button: For folders, close the current folder plus all parent folders

ACCESSIBILITY SHORTCUTS

- Press SHIFT five times: Toggle StickyKeys on and off
- Press down and hold the right SHIFT key for eight seconds: Toggle FilterKeys on and off
- Press down and hold the NUM LOCK key for five seconds: Toggle ToggleKeys on and off
- Left ALT+left SHIFT+NUM LOCK: Toggle MouseKeys on and off
- Left ALT+left SHIFT+PRINT SCREEN: Toggle high contrast on and off

GENERAL KEYBOARD-ONLY COMMANDS

- F1: Start Windows Help
- F10: Activate menu bar options
- SHIFT+F10: Open a shortcut menu for the selected item (same as right-clicking an object)
- CTRL+ESC: Open the Start menu (use the arrow keys to select an item)
- CTRL+ESC or ESC: Select the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
- CTRL+SHIFT+ESC: Open Windows Task Manager
- ALT+DOWN ARROW: Open a drop-down list box
- ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- Press and hold down the SHIFT key: Do this while you insert a CD-ROM to bypass the automatic-run feature
- ALT+SPACE: Display the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize or close the window)
- ALT+ – (ALT+HYPHEN): Display the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize or close the child window)
- CTRL+TAB: Switch to the next child window of an MDI program
- ALT+underlined letter in menu: Open the menu
- ALT+F4: Close the current window
- CTRL+F4: Close the current MDI window
- ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window)

MOUSE CLICK/KEYBOARD COMBINATIONS

- SHIFT+right click: Display a shortcut menu containing alternative commands
- SHIFT+double click: Run the alternate default command (the second item on the menu)
- ALT+double click: Display properties
- SHIFT+DELETE: Delete an item immediately without placing it in the Recycle Bin
- SHIFT+LINE COMMAND: Forces the line being drawn to be completely straight (vertical or horizontal)
- SHIFT+click: In a window, select all files directly consecutive to one another
- CTRL+click: In a window, allow individual files that are not consecutive to be selected