

Save time and be more effective at  
the keyboard

*Use*

# Keyboard Shortcuts

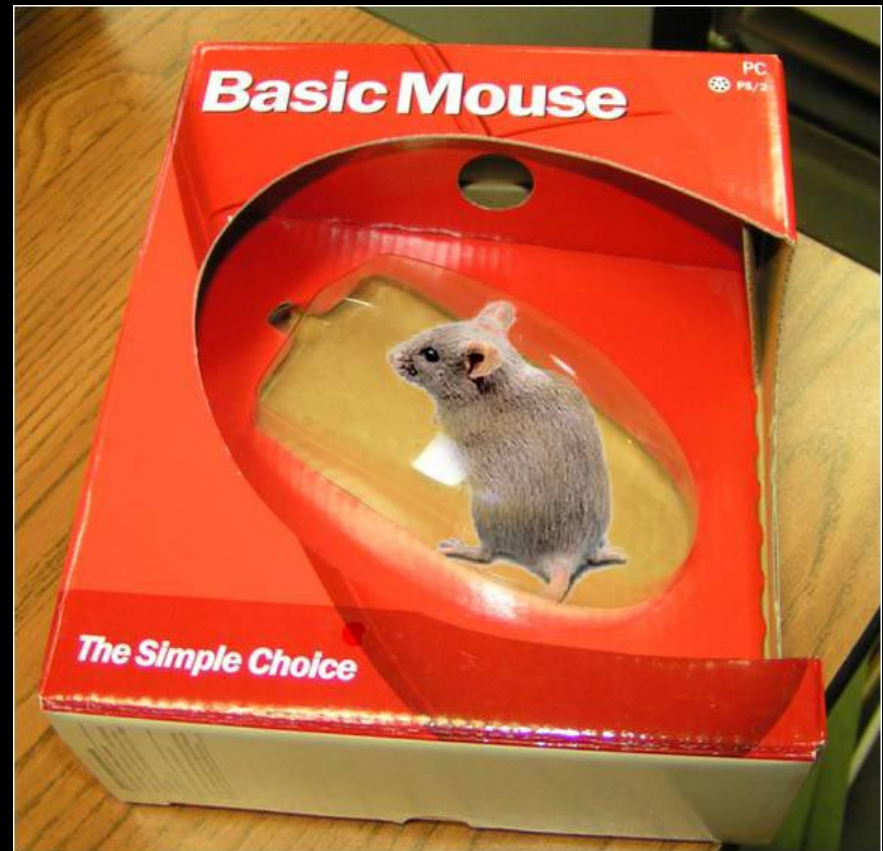


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*21 APR 2015 Updated version for MS WIN 8*

A computer mouse can be a great tool; however, like any other mouse, it can sometimes be more of a nuisance than a help. In fact, there will be times when you won't even want to use the mouse.



When you're typing along with both hands on the keyboard, moving one hand off in order to engage the mouse can be a frustrating waste of time.

Why not learn some keyboard shortcuts? This way you'll save time, work more effectively, learn new skills, and amaze your friends and colleagues by how fast and efficiently you cruise through projects!

It's not that difficult. All you need is a software application you use frequently, a curious mind (ask yourself: "Is there a faster way to do this?"), and a willingness to research and practice.

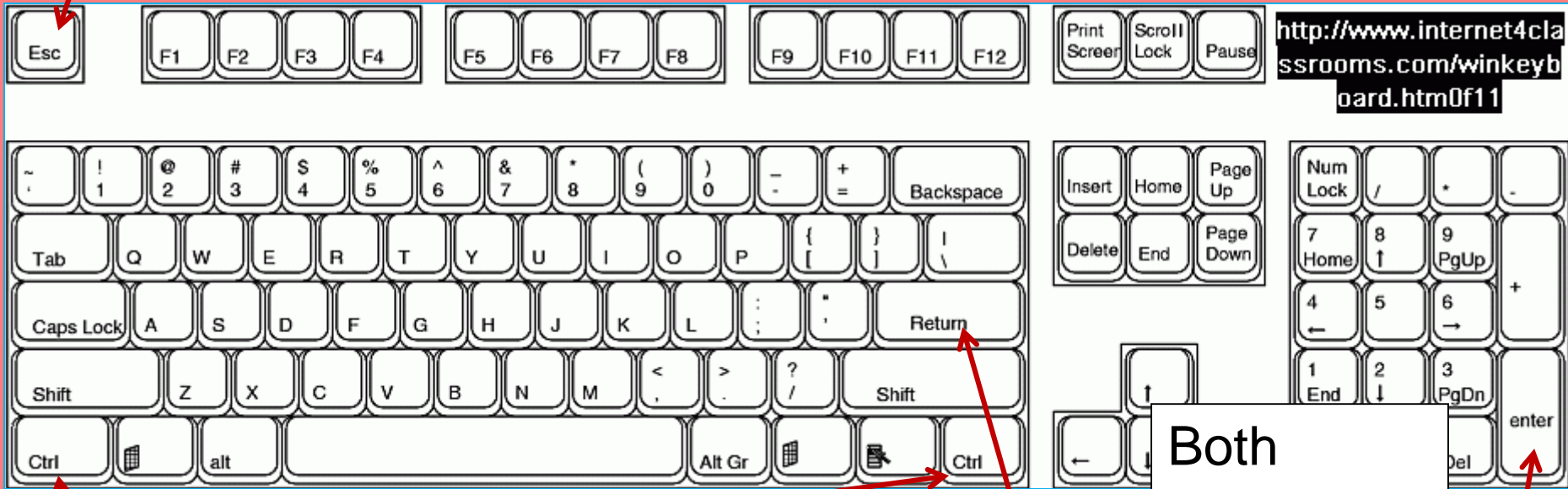
I always suggest that students practice by using applications on projects they enjoy.

Become friends with  
your keyboard.  
You'll be spending a  
lot of time together

\*Note: keyboard shortcuts are also available on  
Macs and many of them are similar.

Originally to “stop” an action or sequence: continues today in MS Windows as a shortcut in dialog boxes representing *No*, *Quit*, *Exit*, *Cancel*, or *Abort*.

**Esc**



**Ctrl**

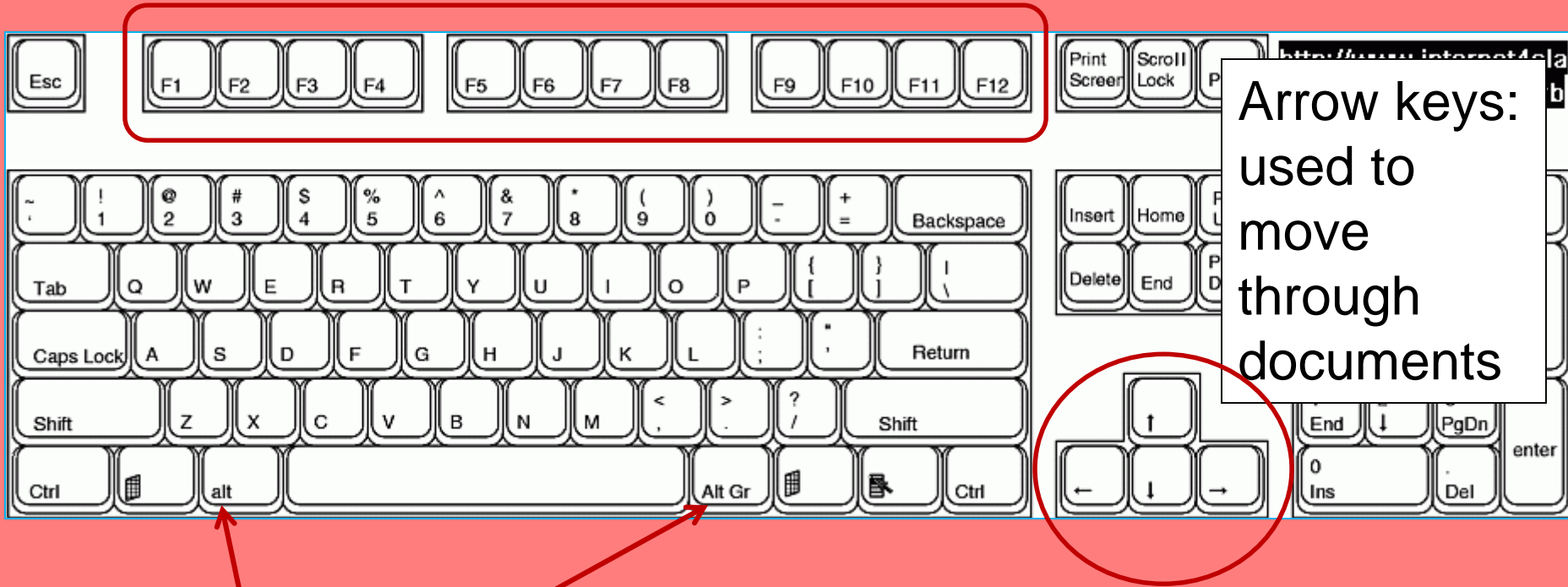
A modifier key used together with another key to perform special functions.

**Return**

Both function to complete, or enter a default command

**enter**

Function keys: programmed to cause specific command function/default actions.



Arrow keys:  
used to  
move  
through  
documents

**Alt**

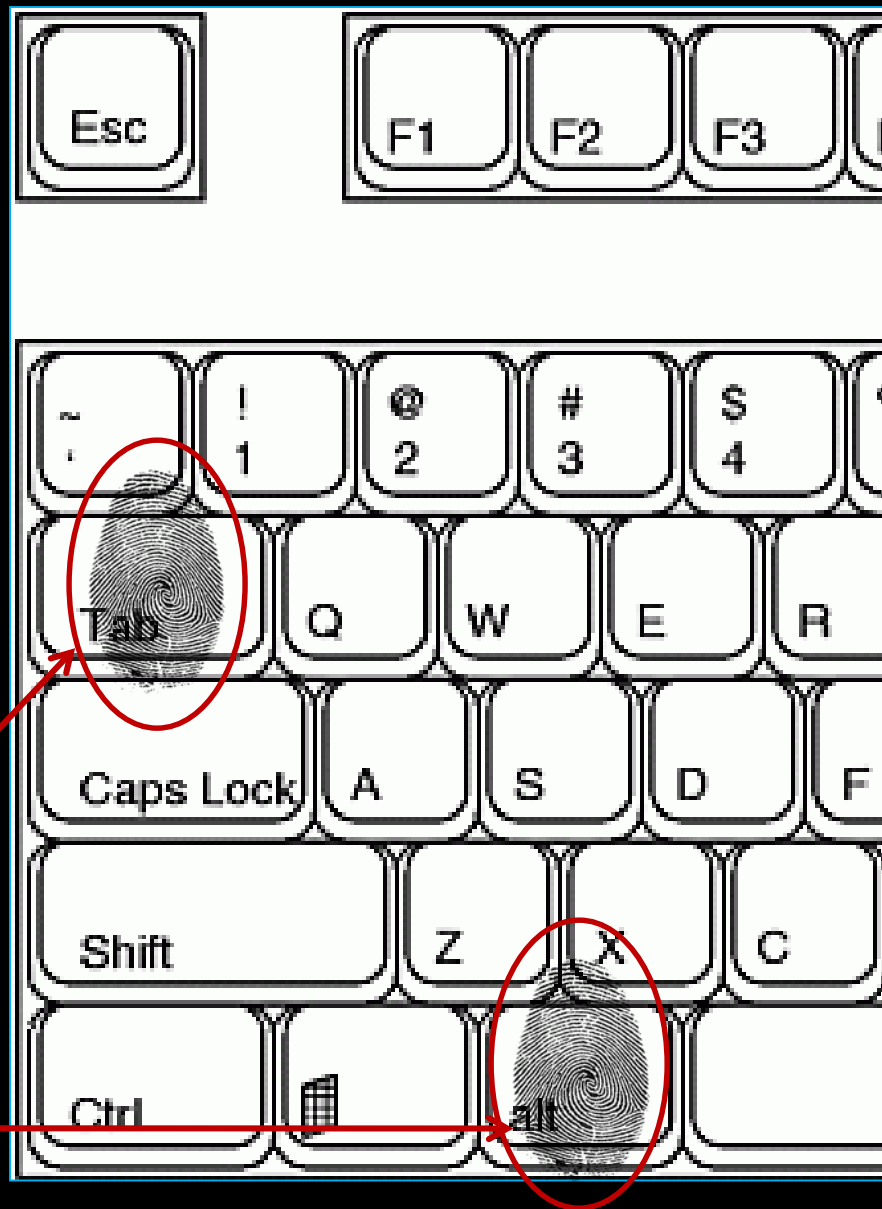
Another modifier key used to change (alternate) the function of any other pressed keys.

Now let's look at  
some keystroke  
shortcuts and what  
they do



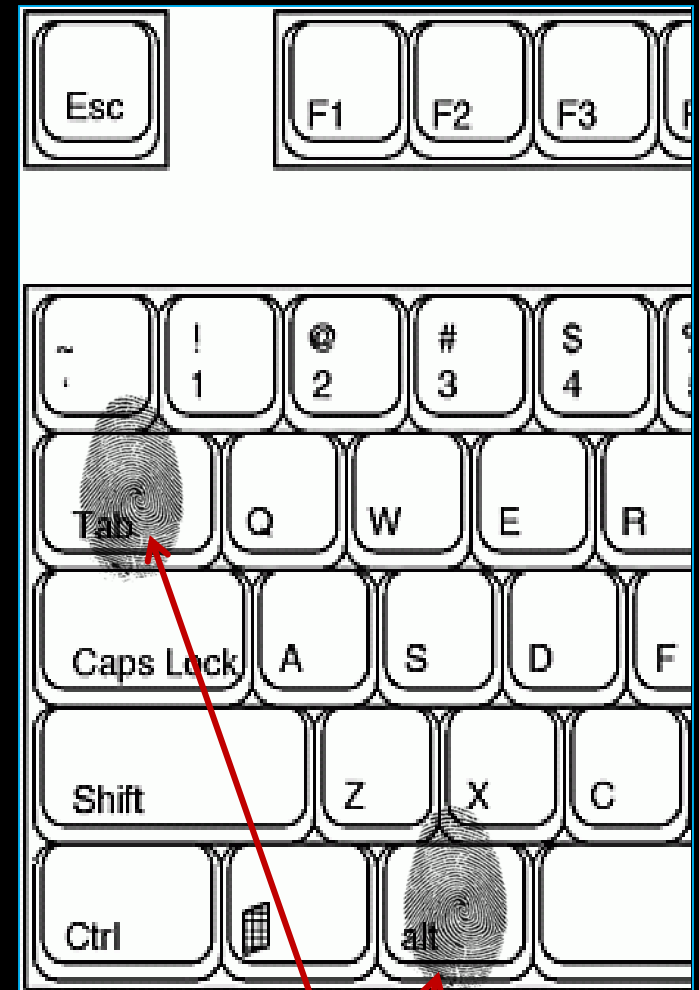
“Fingerprint”  
overlay  
represents  
where your  
finger or fingers  
should go

Alt + Tab



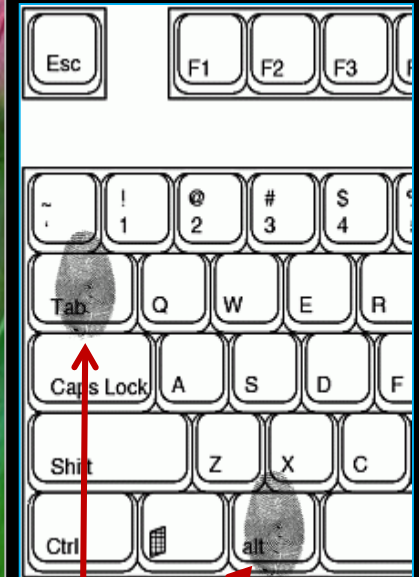
# See all open applications

Your left thumb is already near the “alt” key ... slide it over, hold down the key and tap the “Tab” key. Continue tapping the “Tab” key and you’ll see it move through all your open apps—just stop when you land on the one you want and release both keys ... you’re there.



Alt + Tab

# Your open applications

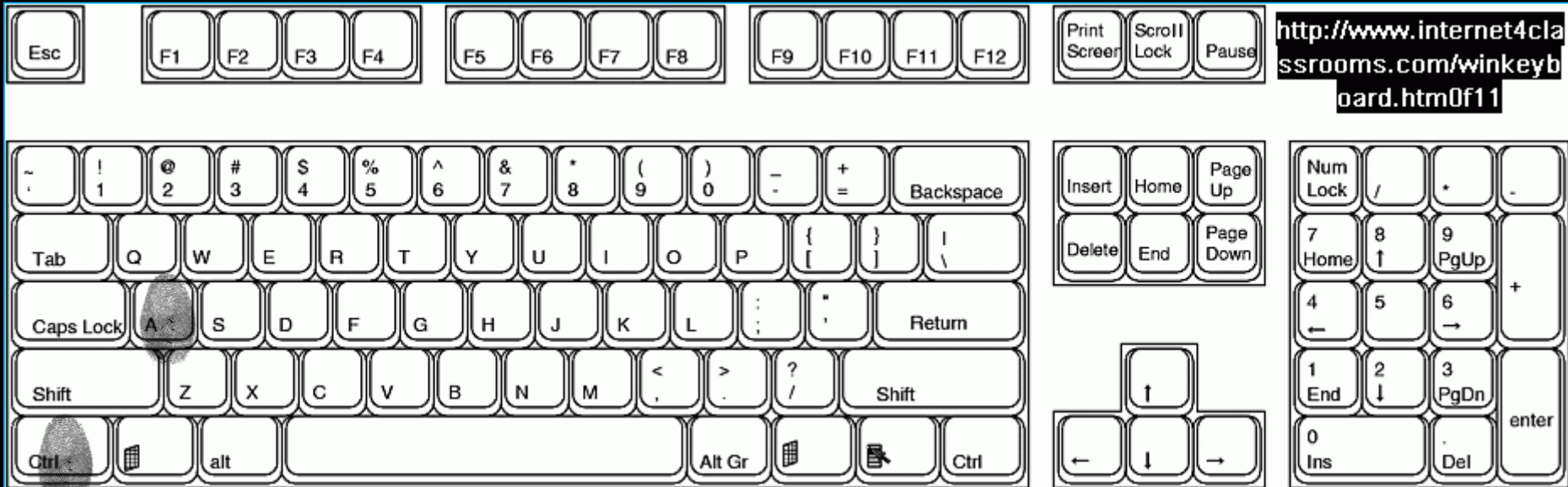


Alt + Tab

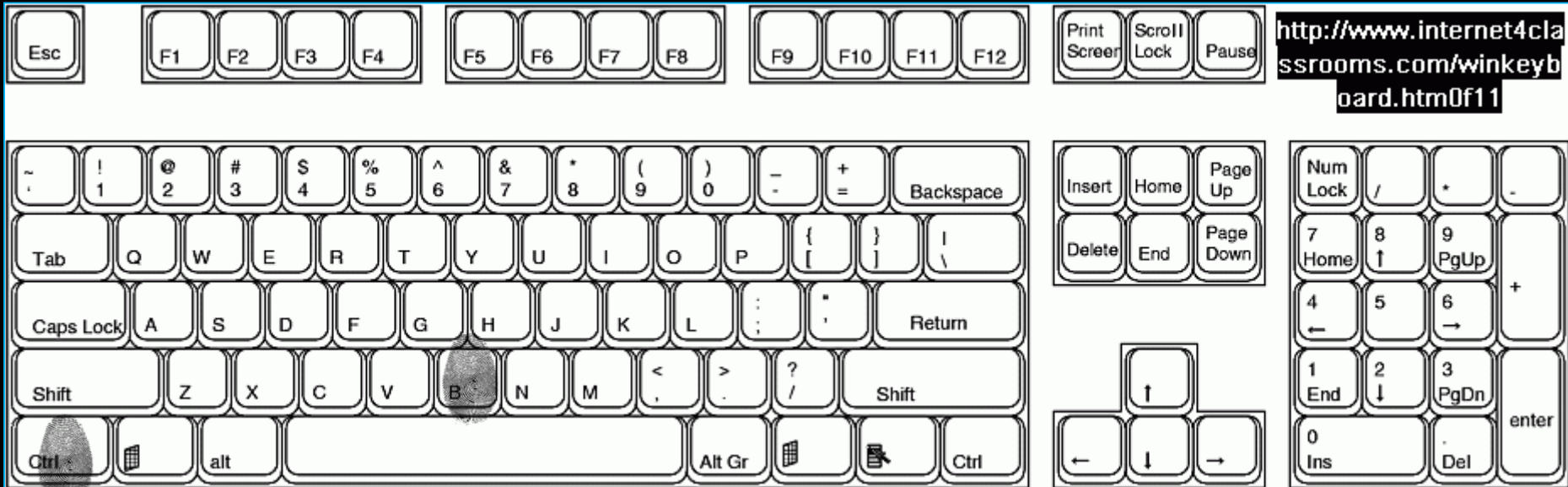


Ctrl + p

To print, in most applications



Ctrl + a  
Select “all”

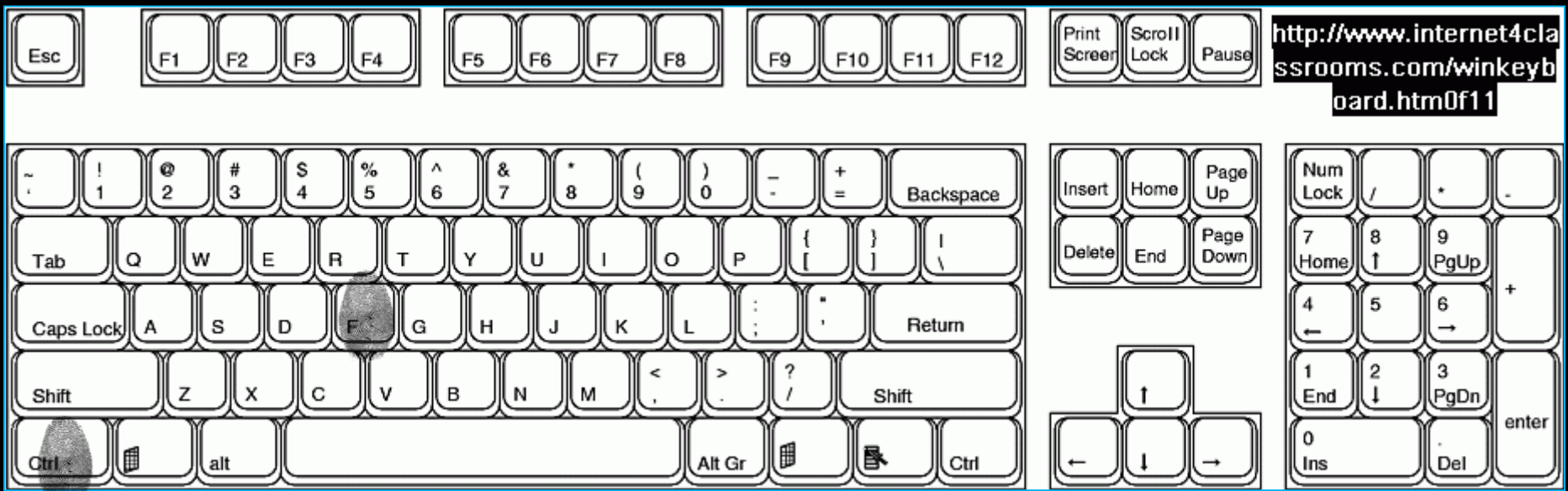


Ctrl + b

To make selected text  
“bold”

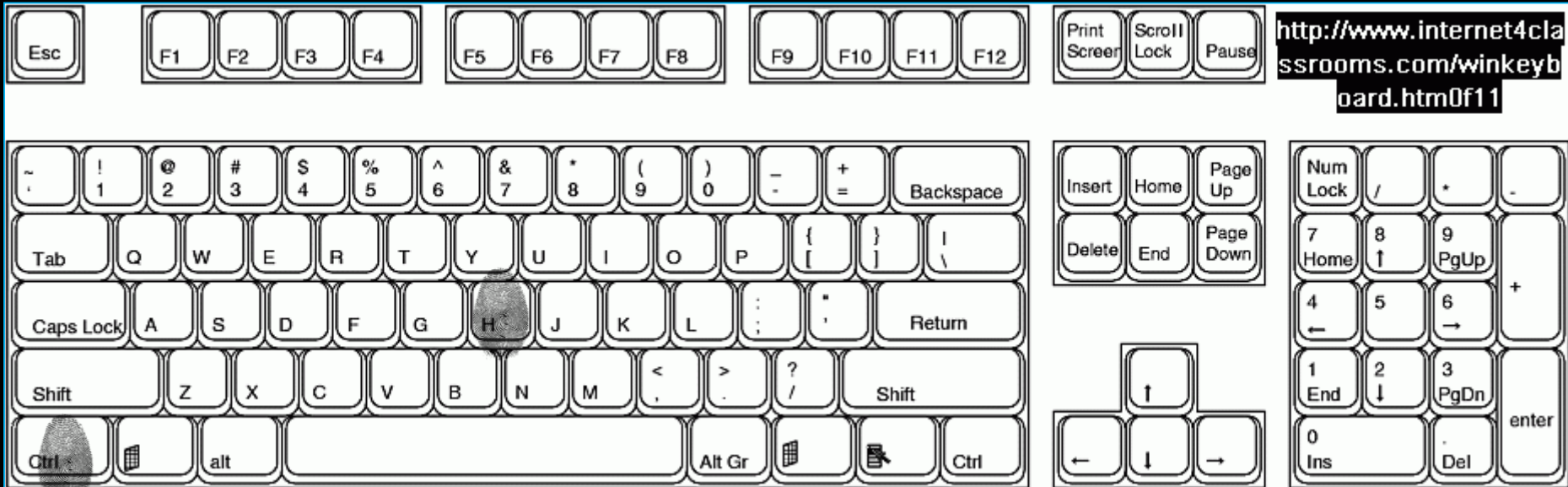


Ctrl + i  
To *italicize*  
selected text



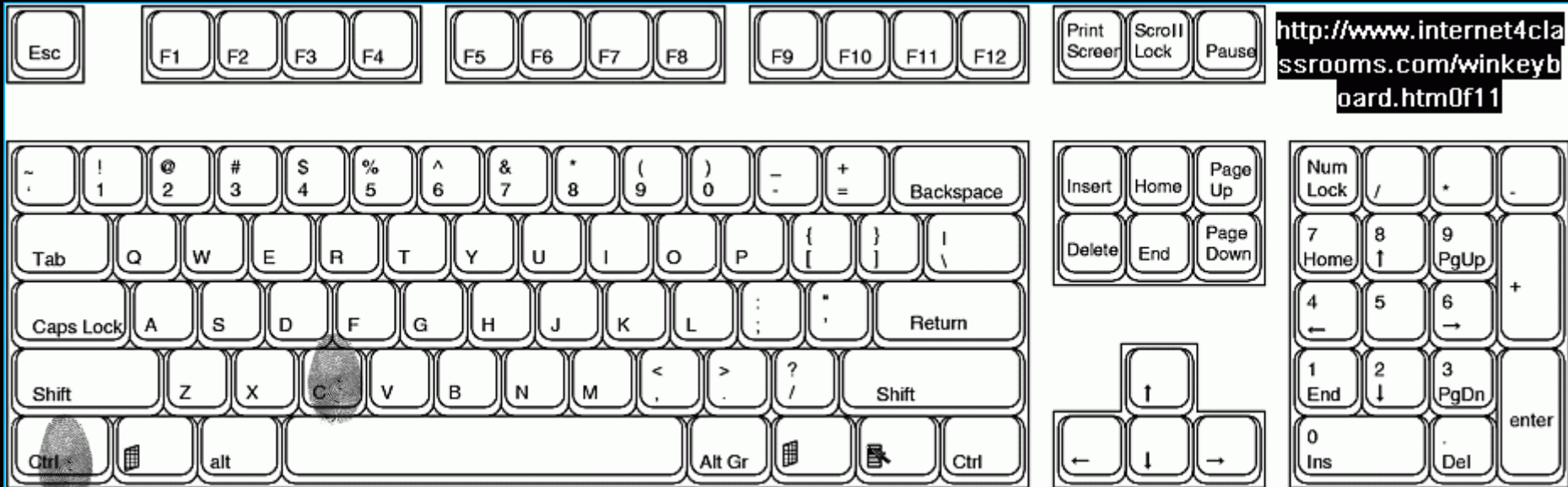
Ctrl + f  
To find  
selected text





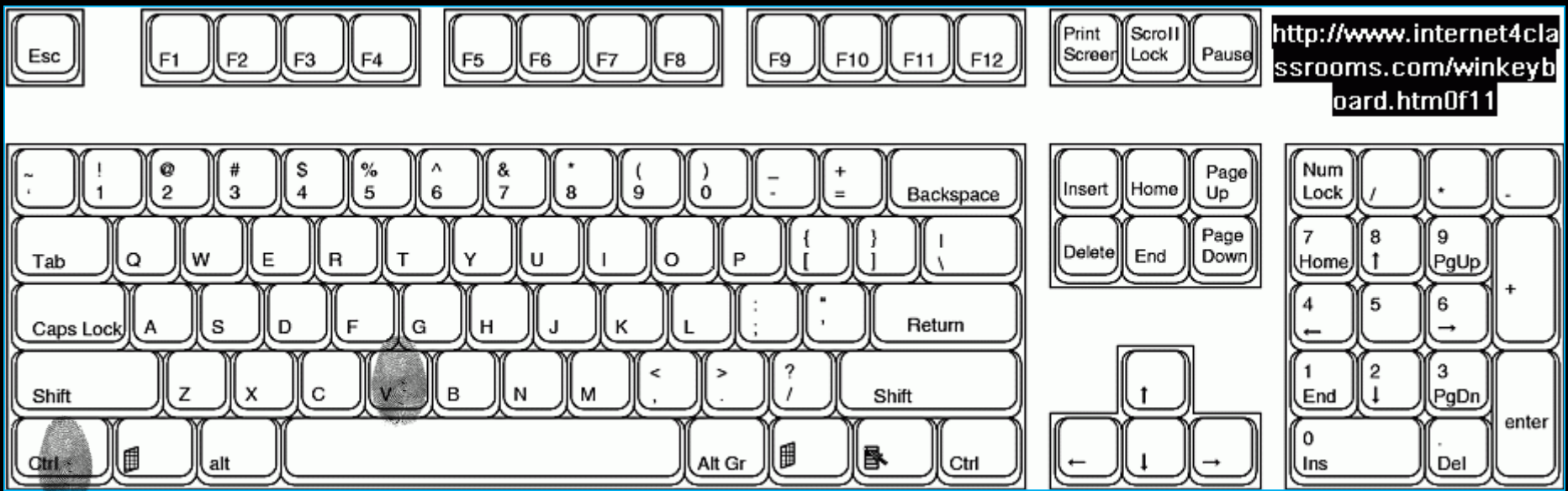
Ctrl + h

*To find and replace  
selected text*



Ctrl + c

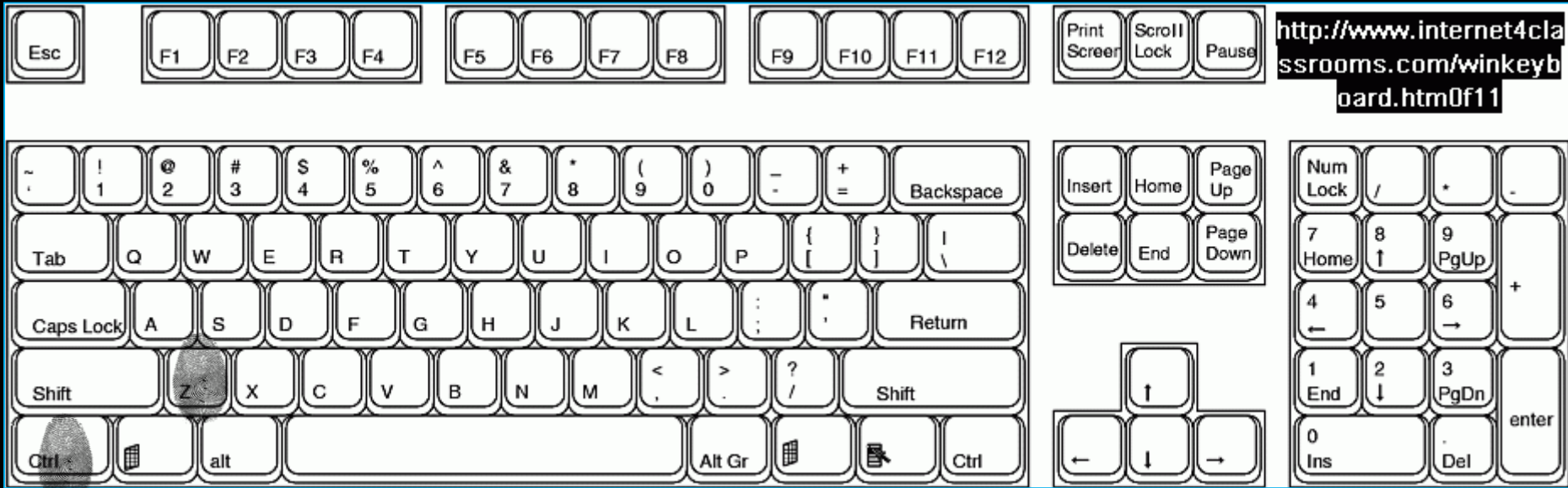
Copy selected text or image



<http://www.internet4classrooms.com/winkeyboard.htm>

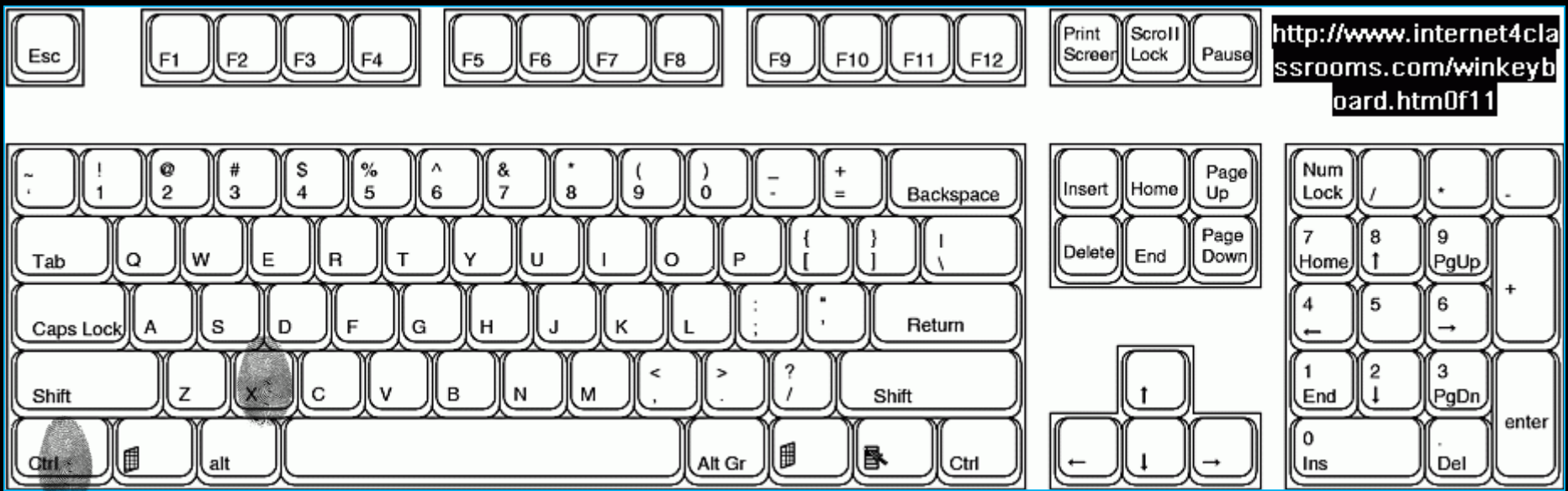
Ctrl + v

Paste selected text or image



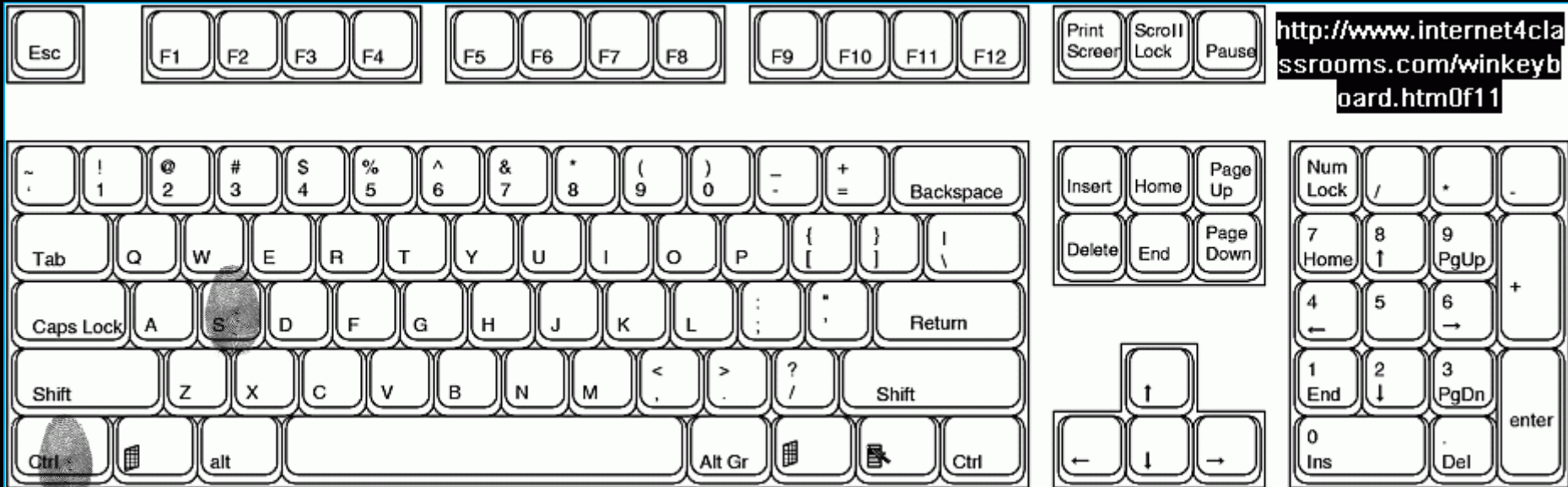
Ctrl + Z

“Undo” the last action



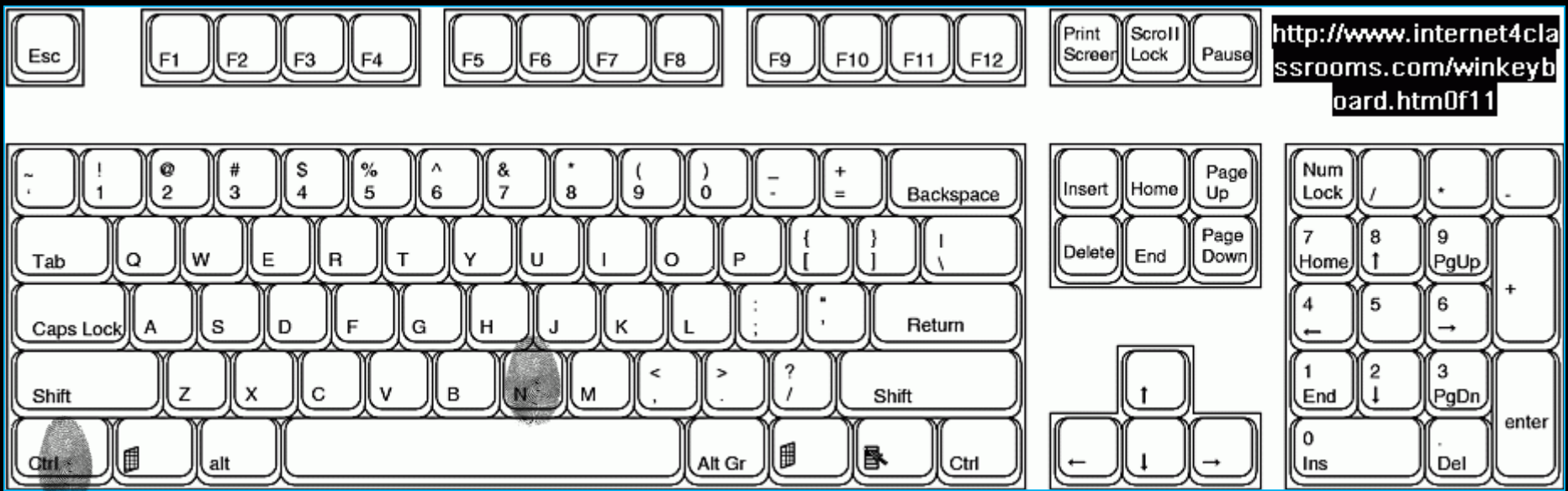
Ctrl + X

“Cut” selected text or image



Ctrl + s

“Save” document



# Ctrl + n

Opens “new” document in current application



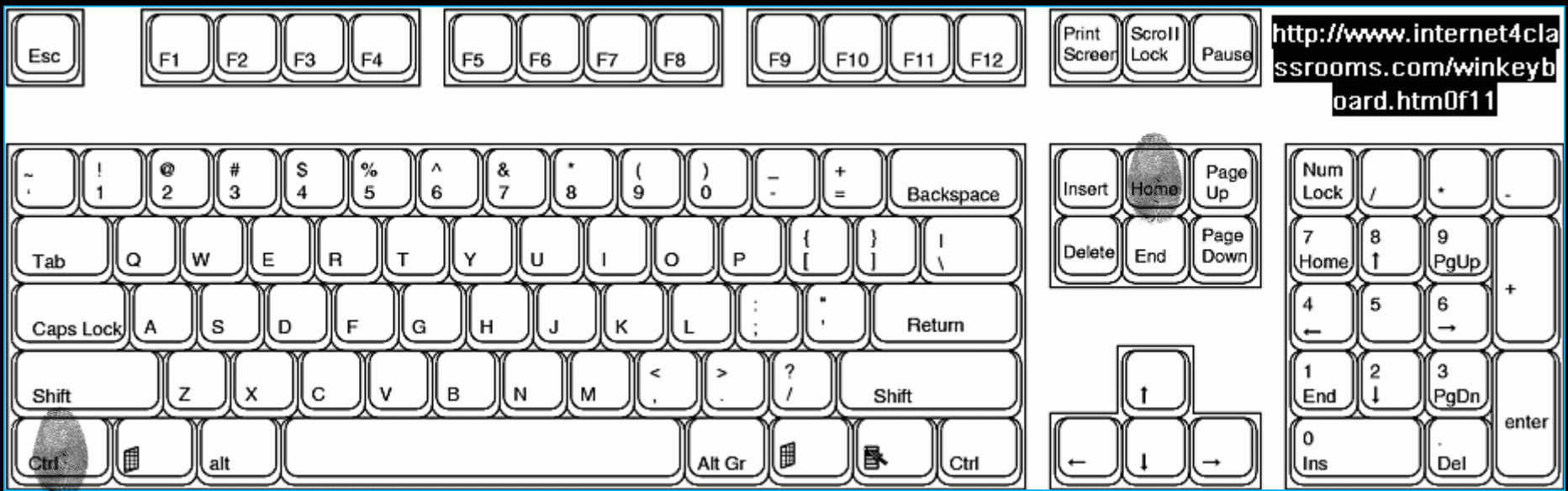
Ctrl + o  
“Open” file





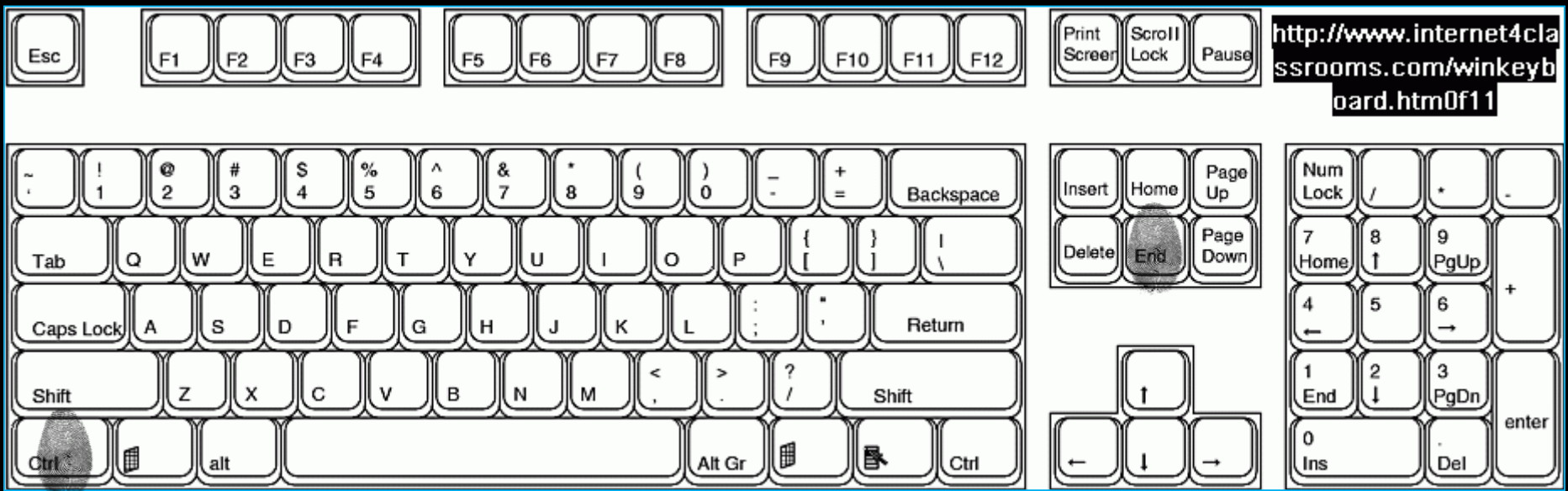
# Ctrl + Esc

## To open the “start” menu



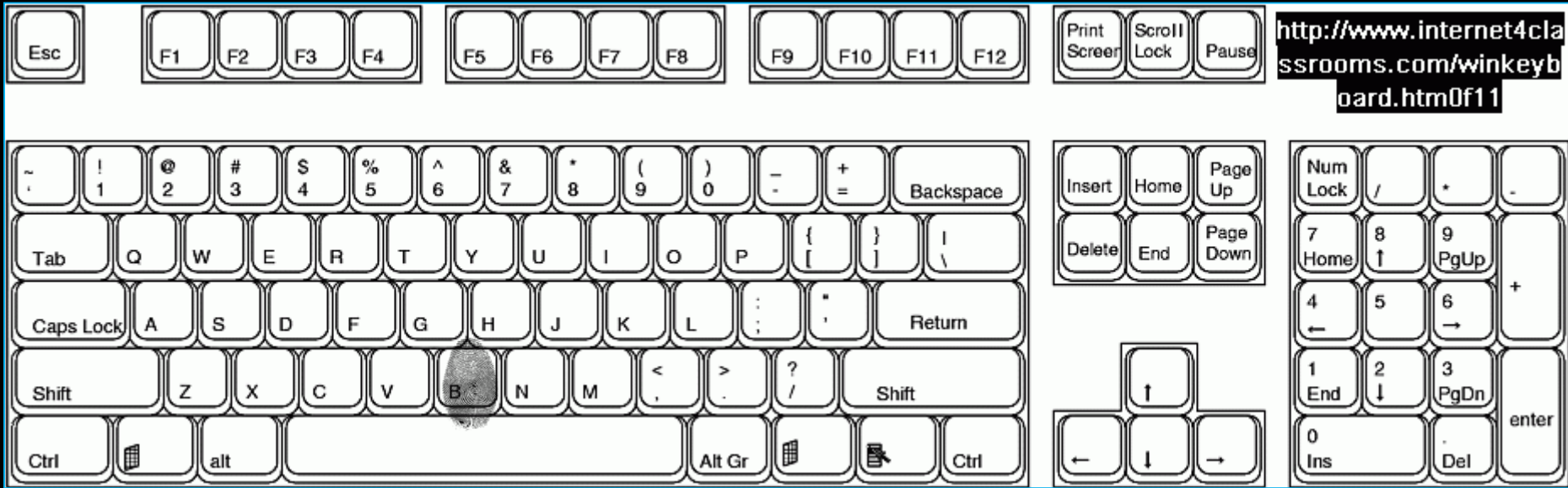
# Ctrl + Home

Go to the top, or beginning of your document



# Ctrl + End

Go to the bottom, or end of your document



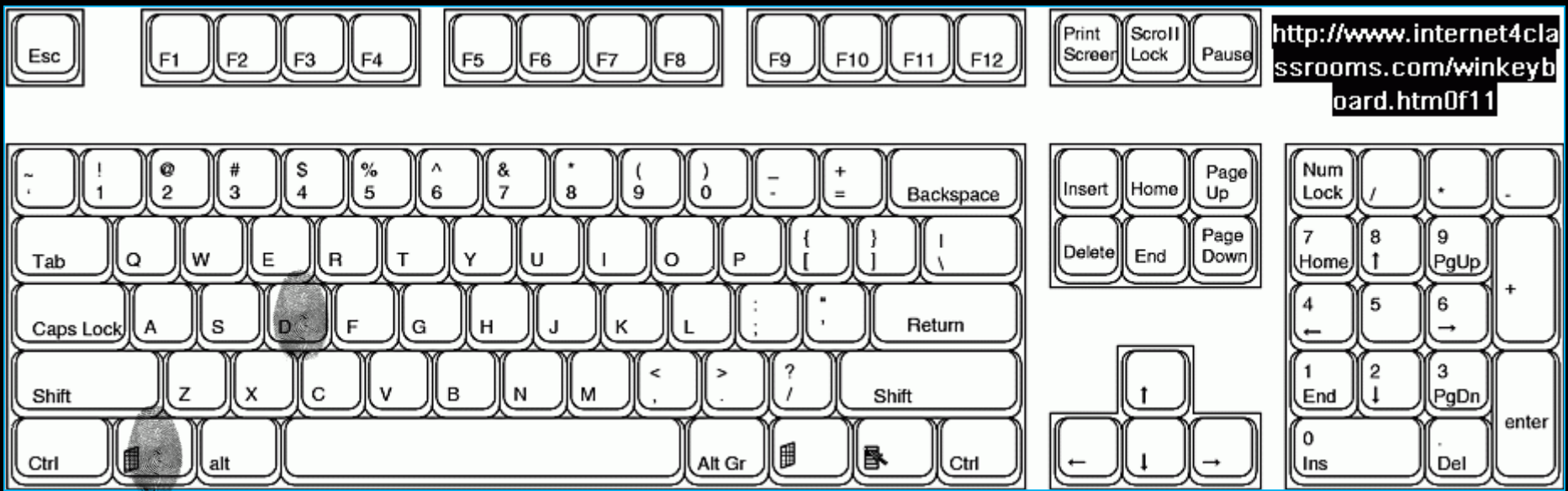
While running PowerPoint: b  
“Blacks-out” the  
screen

*example screen*



While running PowerPoint: w  
“Whites-out” the  
screen





Win + d  
Go to Desktop  
(repeat to return)



# Start

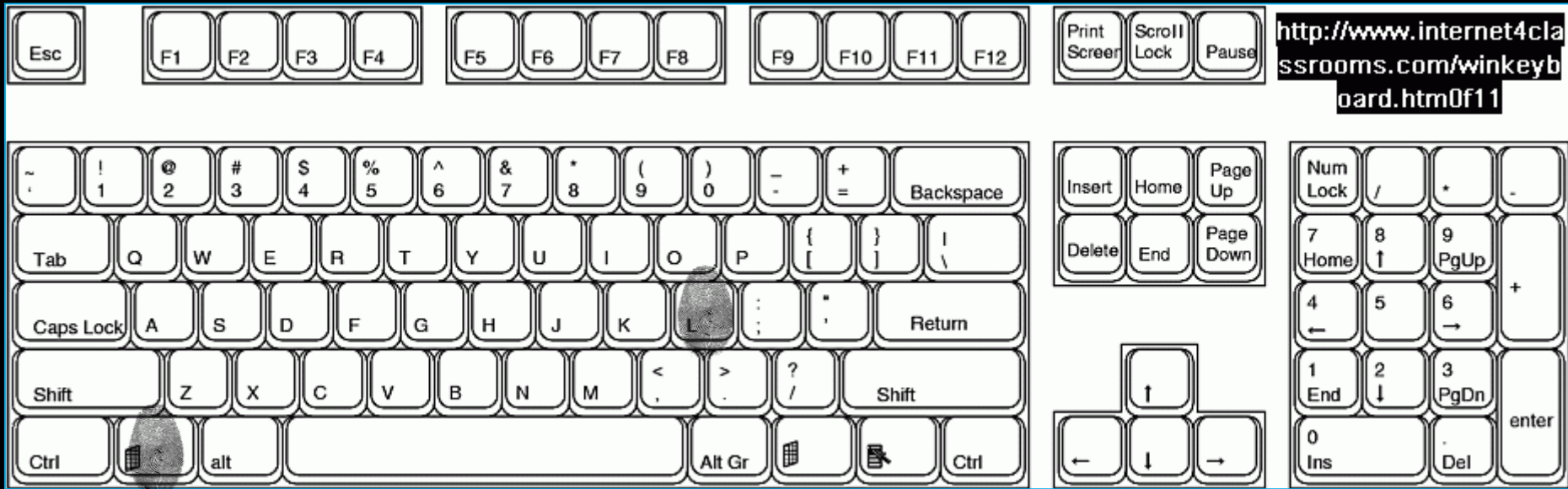


 Internet Explorer	 Store	15 sobota		20° Warszawa Fair Today 24°/15° Mostly Sunny Tomorrow 23°/14° Partly Cloudy Weather		 Wiadomości	 When zero is worth a lo Heat	
 Pulpit		 Reading List	 Help & Tips			 Bing	 Gry	 Muzyka
 Files	 Calculator	 Movie Moments	 Sound Recorder	 Travel	 Czytnik	 Xbox		
 Poczta	 Bing Translator	 Kontakty	 News	 Camera	 Alarms	 Pulpit zdalny	 Wideo	



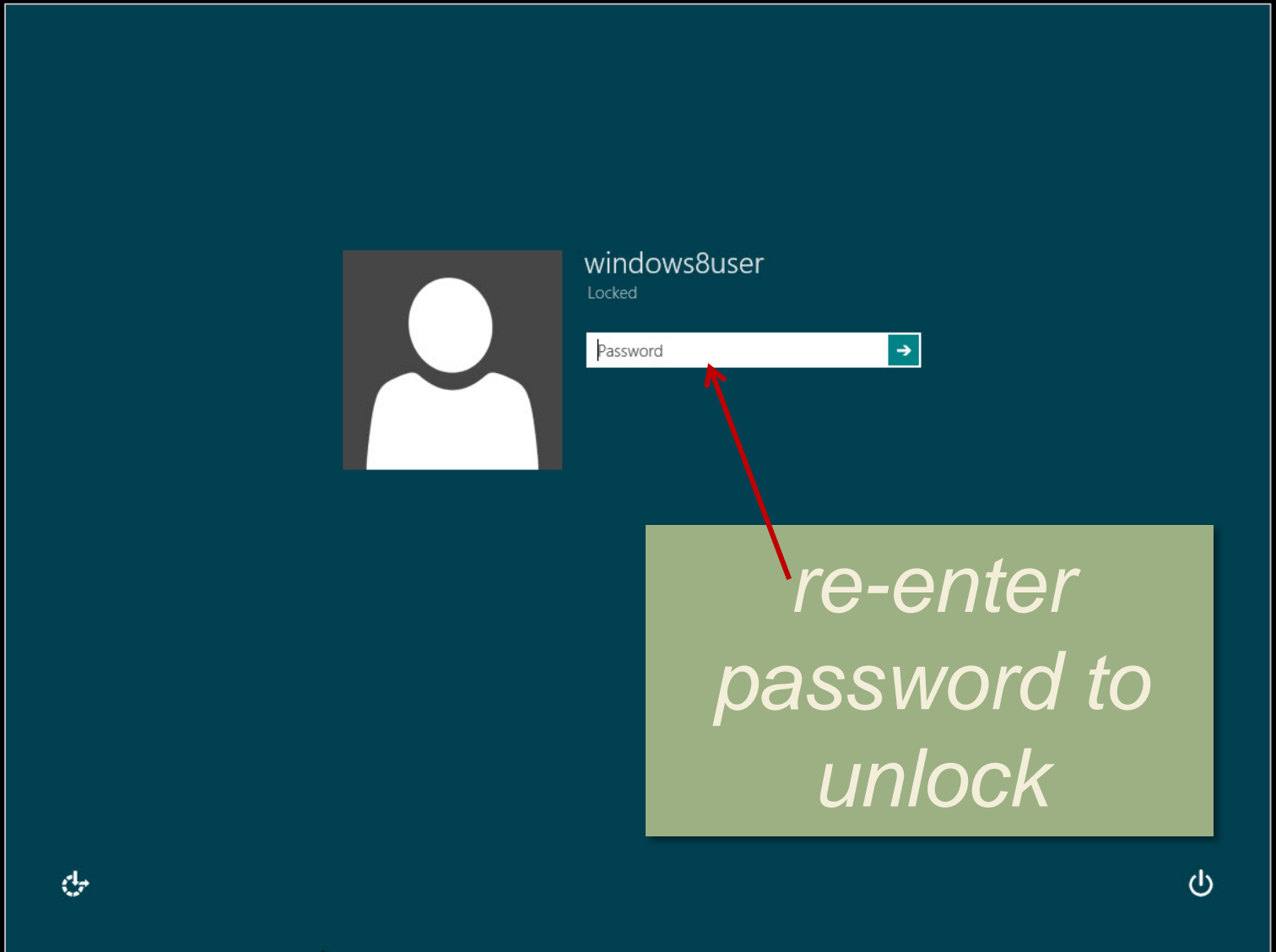
# MS WIN 8

(operating system)



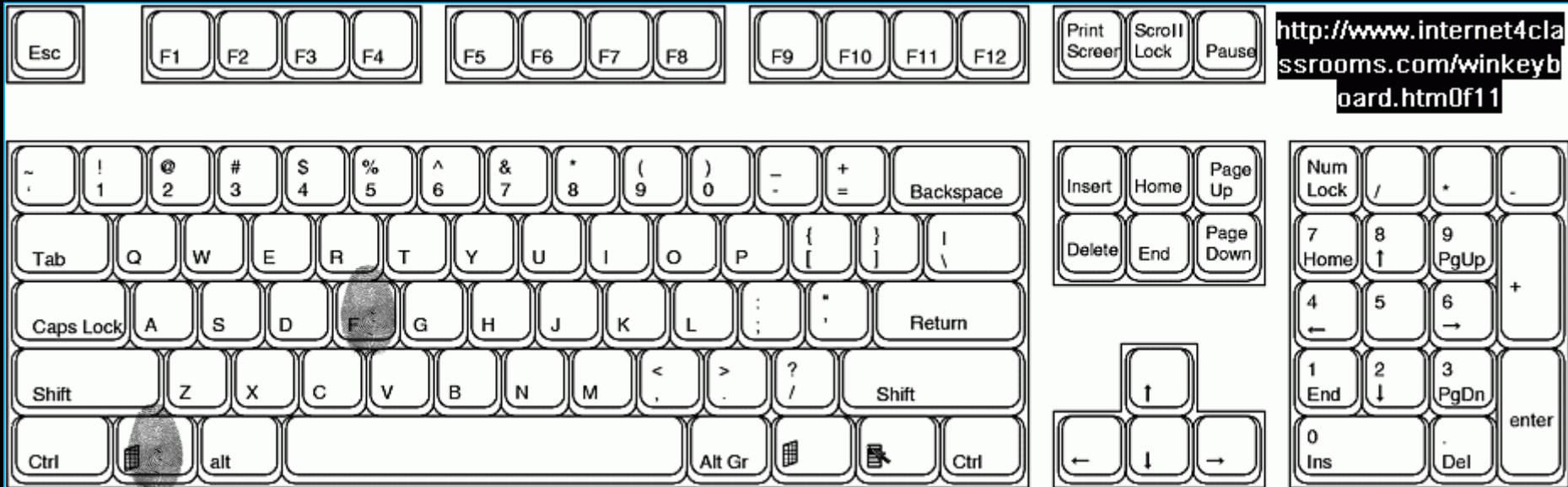
Win + I (“L” upper or lowercase)

“Locks” your computer  
(re-enter password to unlock)



*re-enter  
password to  
unlock*

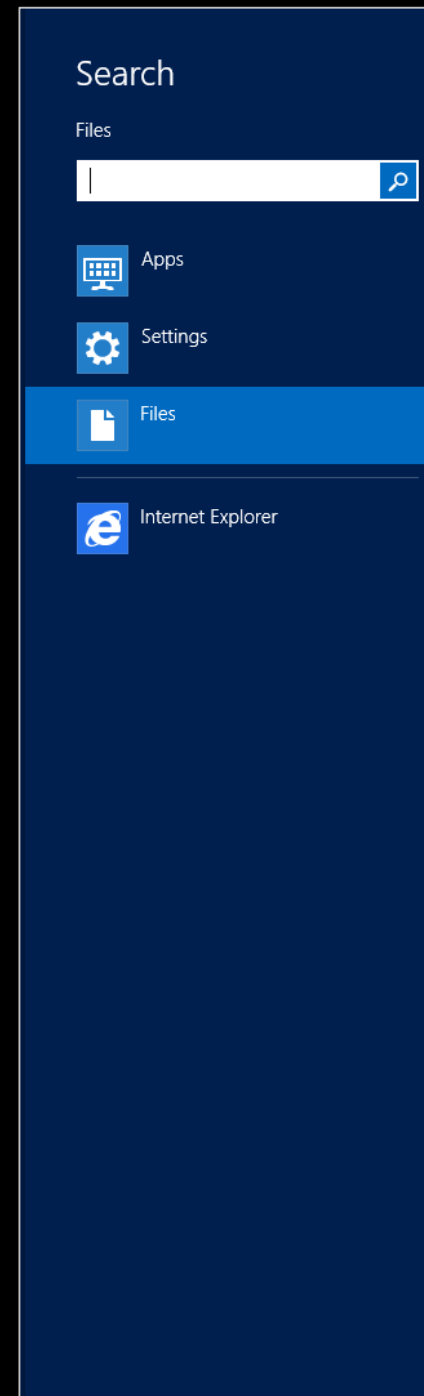
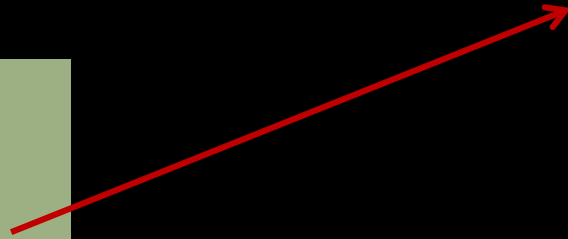
**MS WIN 8**  
(operating system)



Win + f

“Find”: all files

*Search box  
appears on  
right side of  
monitor  
screen*



**MS WIN 8**  
(operating system)



# Win + F1

## Windows Help & Support



[Help home](#) | [Browse help](#) | [Contact support](#)

→ Get started

Learn what's new, install apps, connect your devices, and more.



→ Internet & networking

Set up a network, connect to the Internet, troubleshoot problems, and more.



→ Security, privacy, & accounts

Create user accounts, run through our security checklist, protect your PC from viruses, and more.



→ Dell Help



#### More to explore

Check out what's possible through the videos and articles on the Windows website.

Ask a question or read answers to questions on the Microsoft Community website.

MS WIN 8  
(operating system)

These are just a few!

Practice, find them  
(study your applications)  
and use them.



You'll be glad you did



For even more  
information, go to:

*Internet4Classrooms: i4c*

<http://www.internet4classrooms.com/winkeyboard.htm>

*Wikipedia*

[http://en.wikipedia.org/wiki/Table\\_of\\_keyboard\\_shortcuts](http://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts)