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.

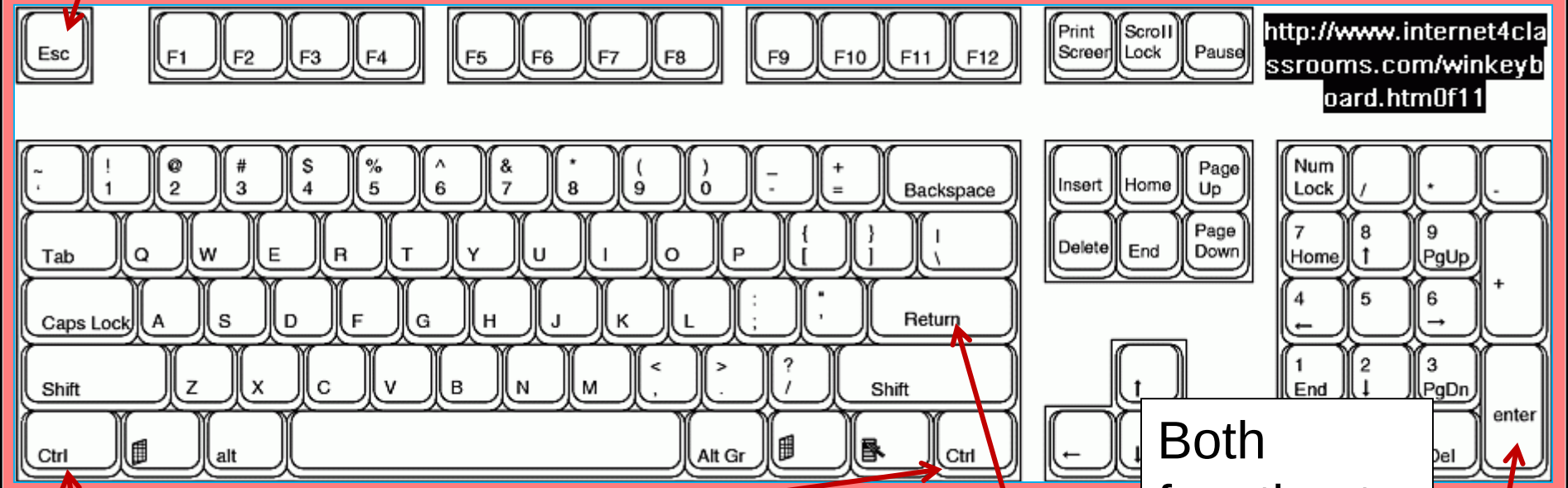
I always suggest that students practice by using applications on projects they enjoy.

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

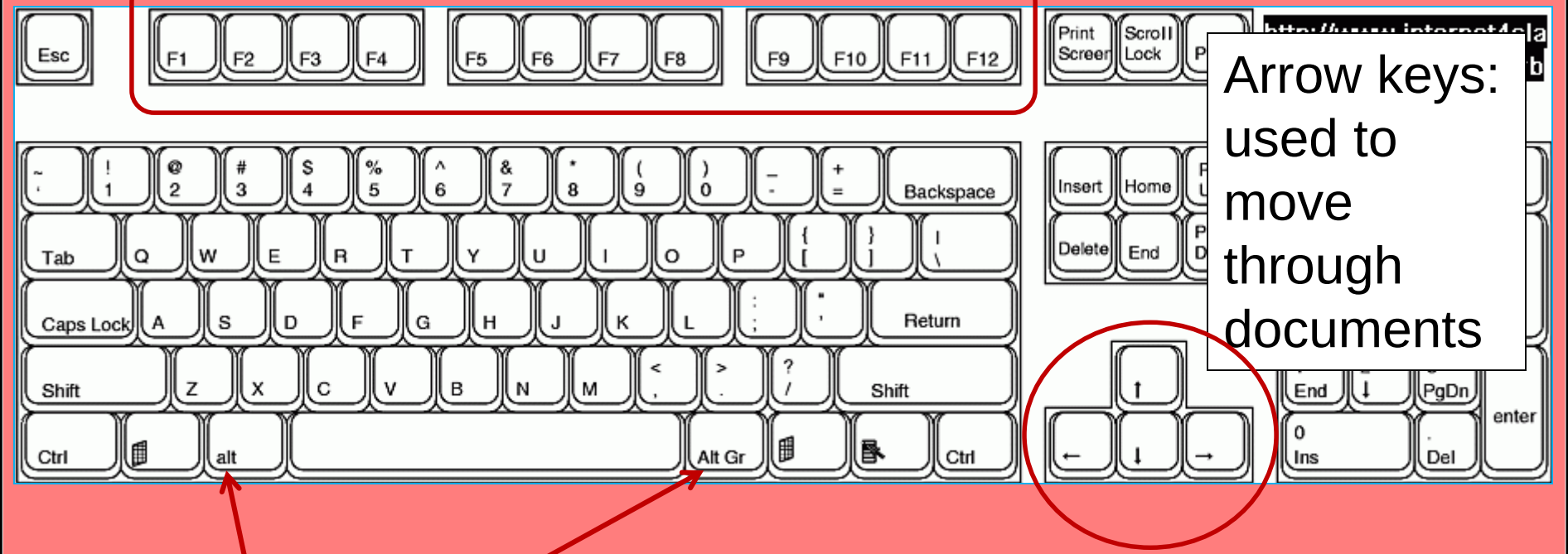
A modifier key used together with another key to perform special functions.

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

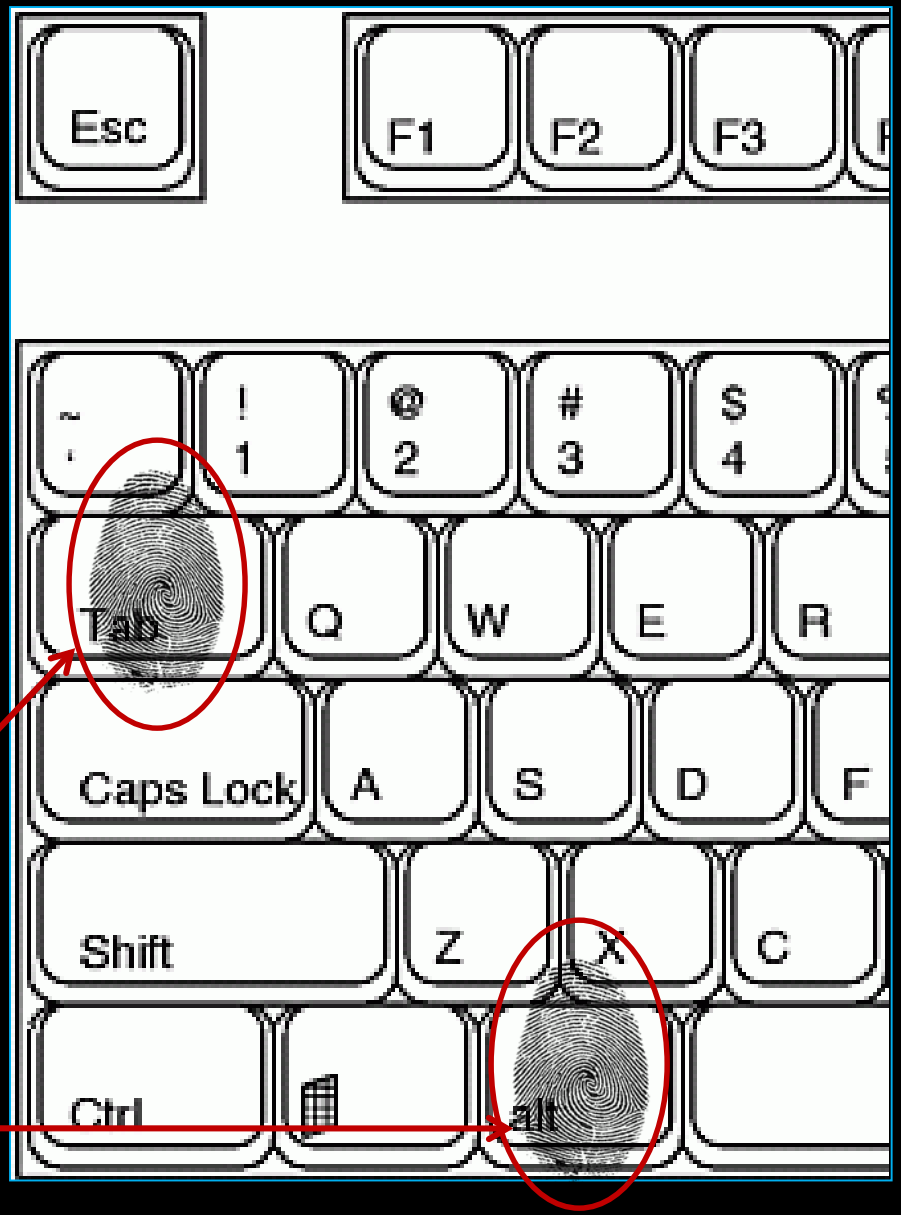
Another modifier key used to change (alternate) the function of any other pressed keys.

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

“Fingerprint”

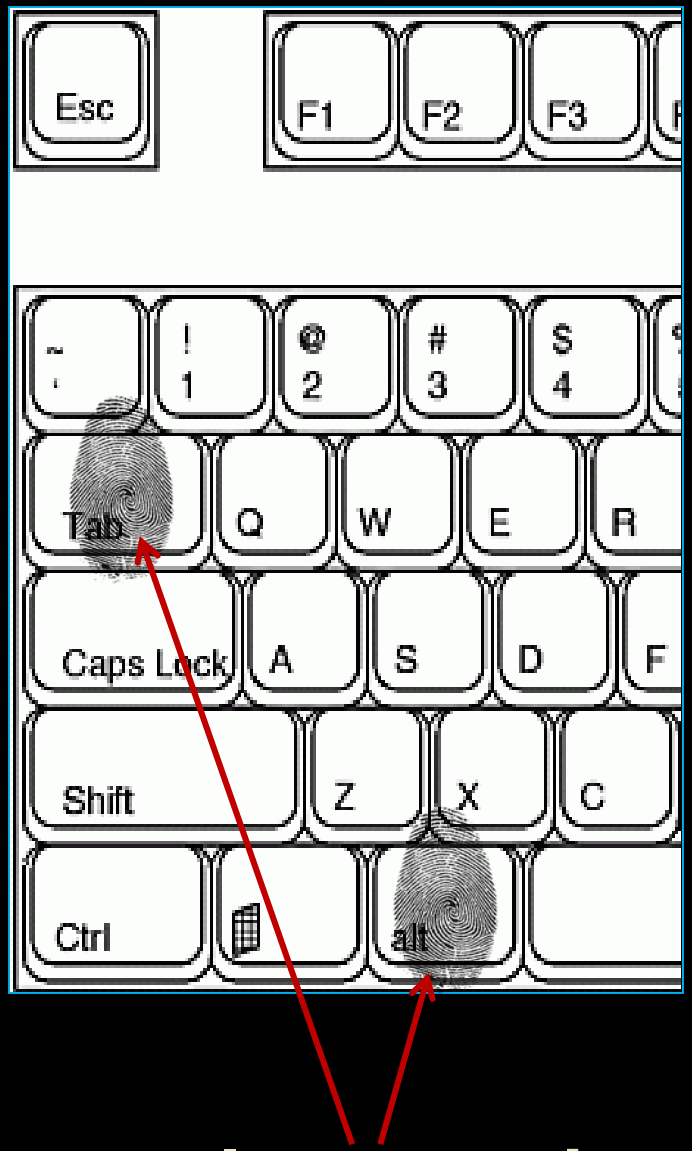
overlay represents where your finger or fingers should go

Alt + Tab



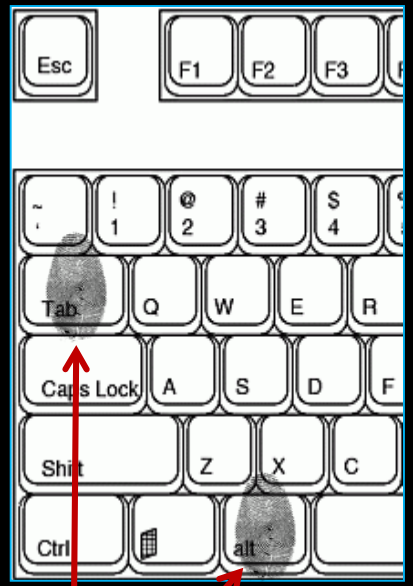
See all open applications

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.

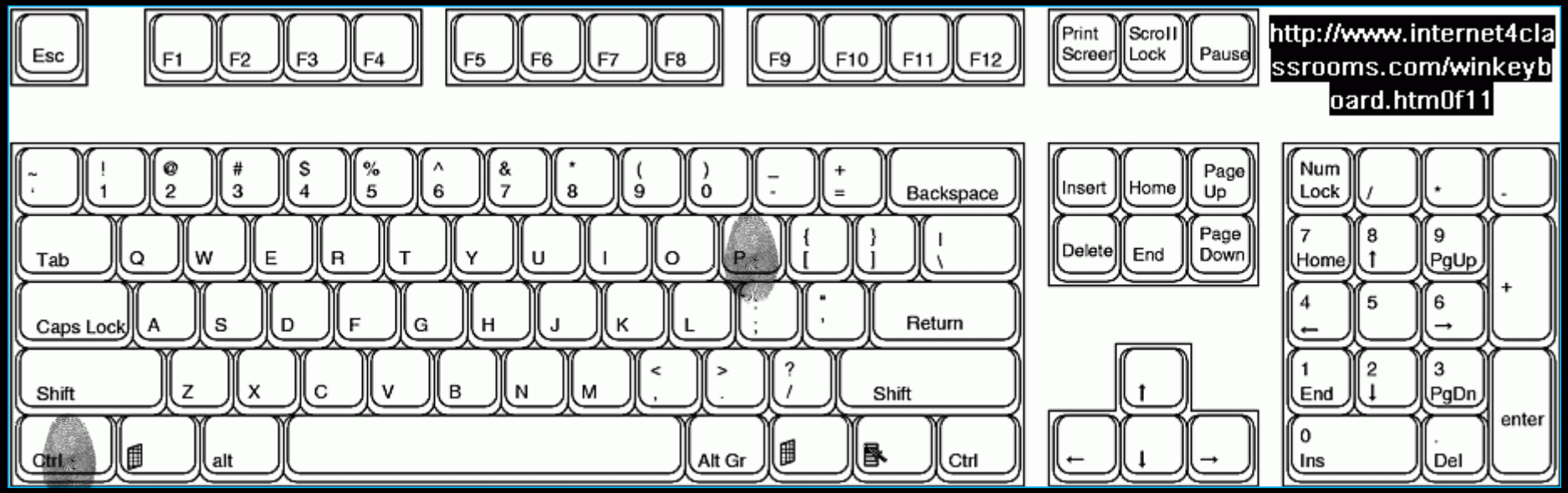


Alt + Tab

Your open applications

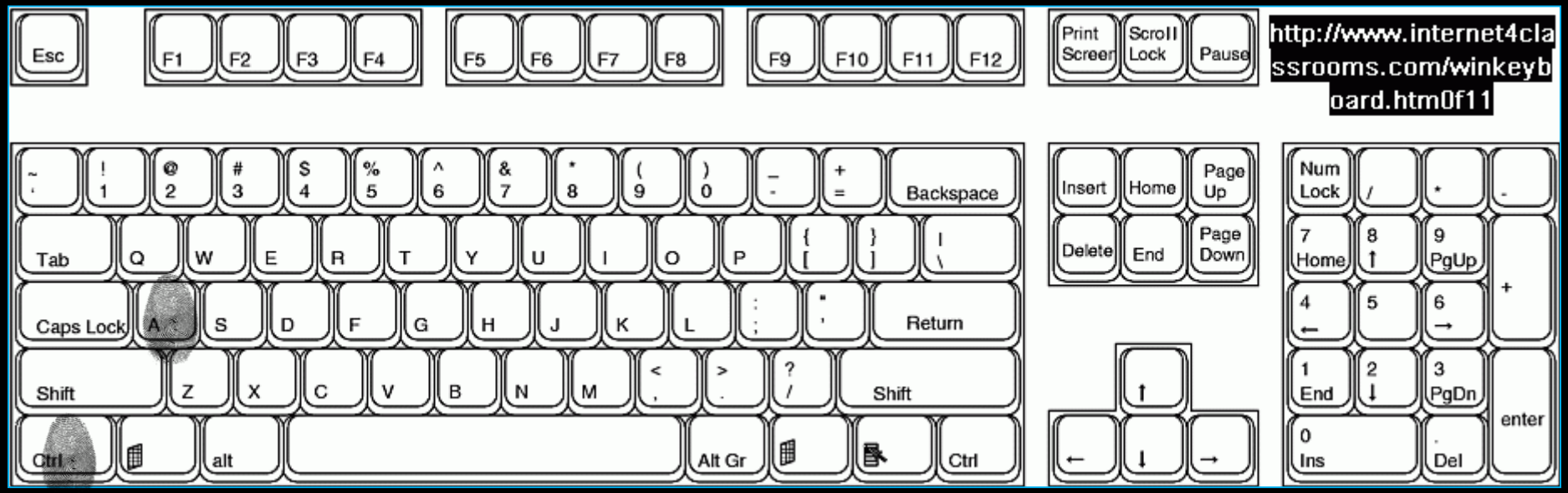


Alt + Tab



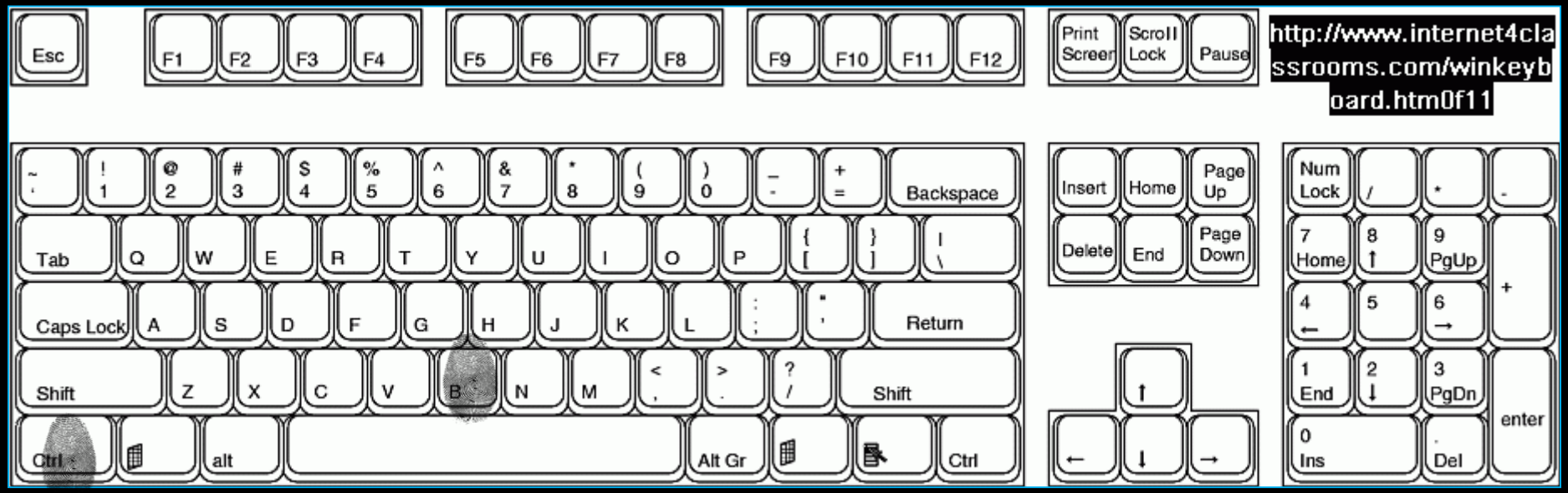
Ctrl + p

To print, in most applications



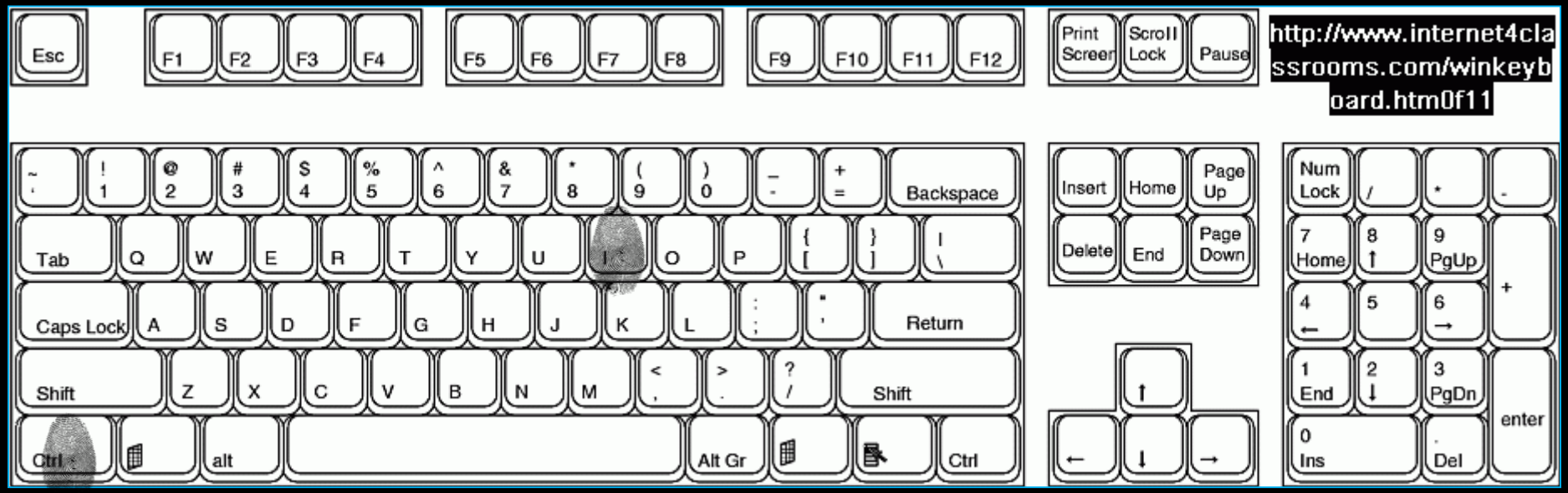
Ctrl + a

Select “all”



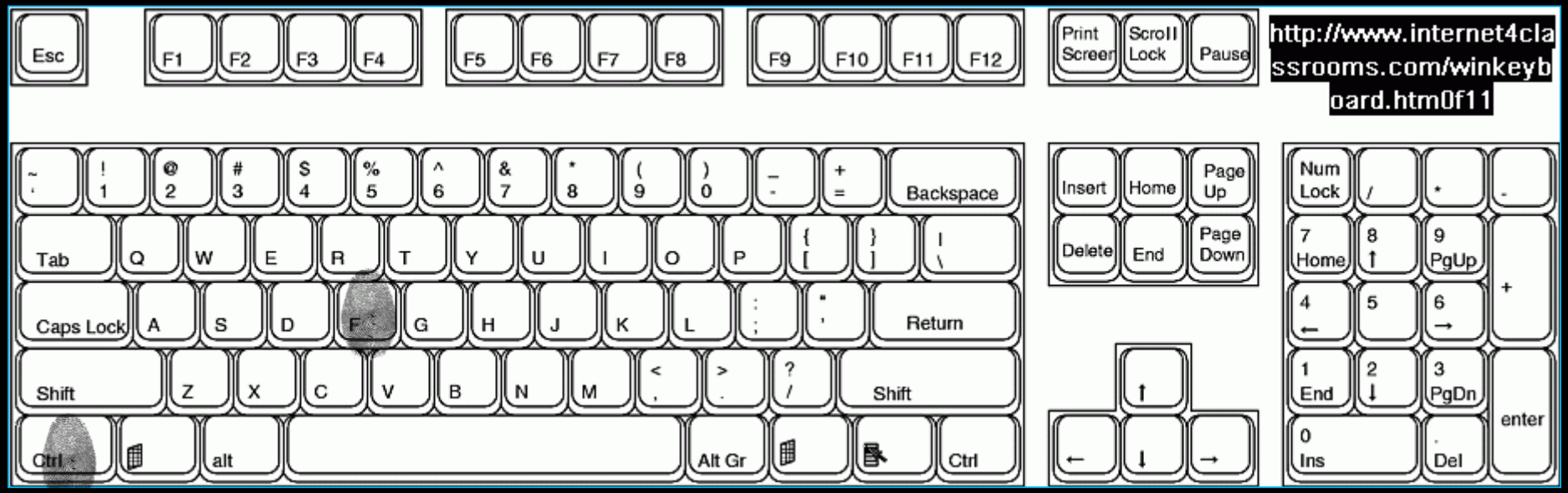
Ctrl + b

To make selected text “bold”



Ctrl + i

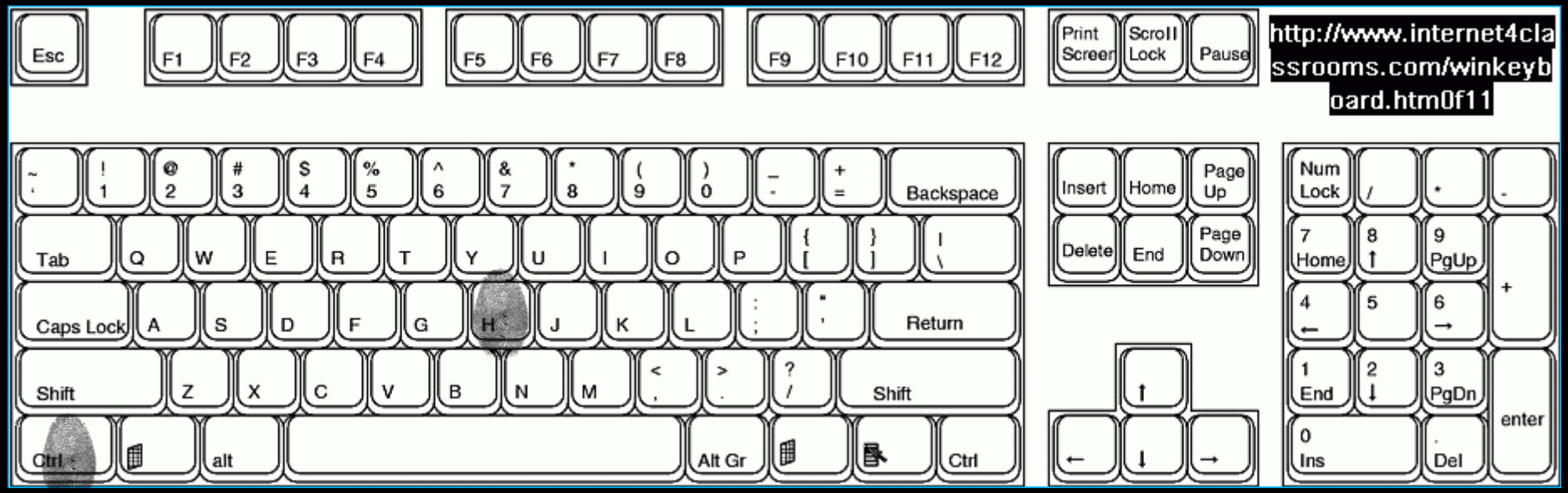
To *italicize* selected text



Ctrl + f

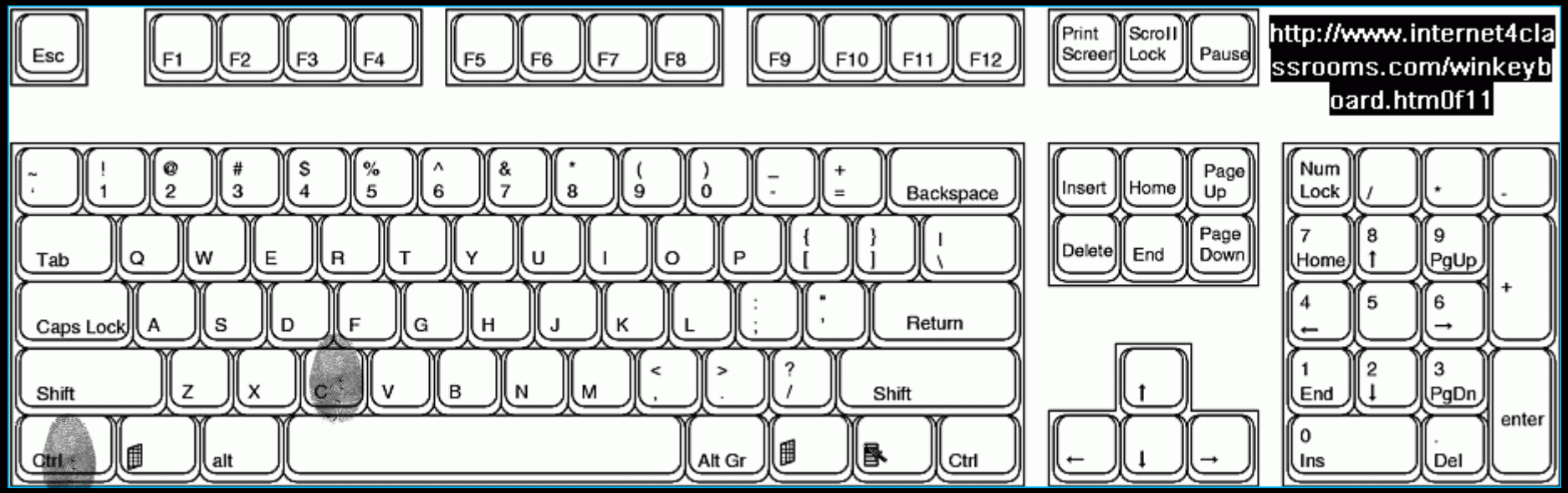
To *find*

selected text



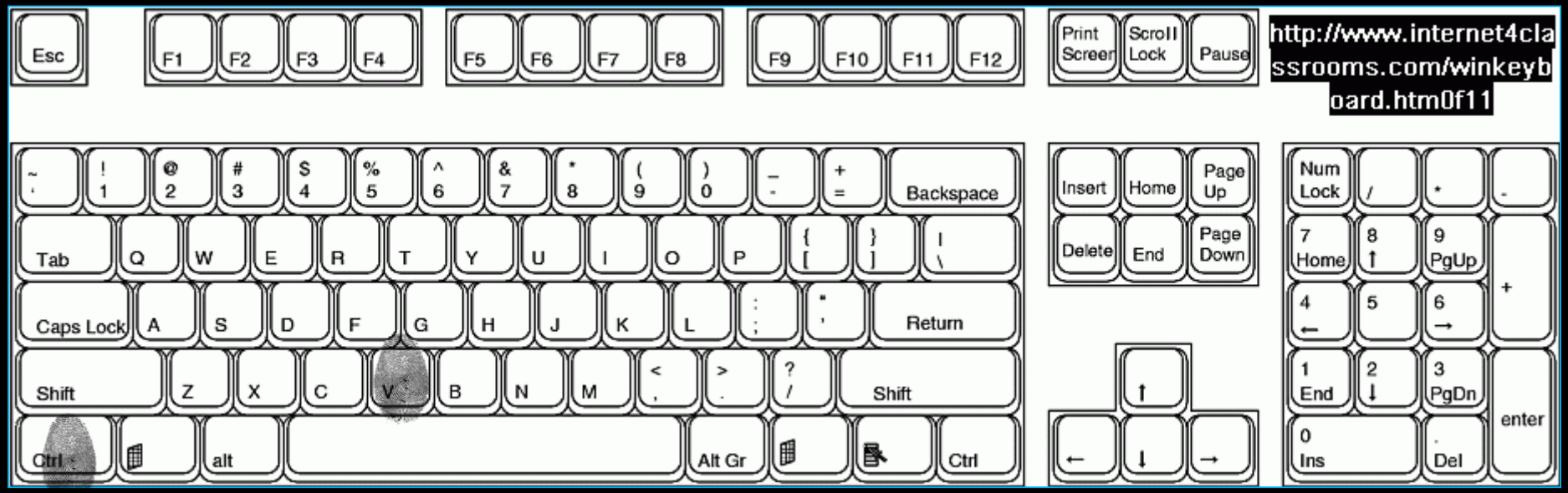
Ctrl + h

To *find and replace* selected text



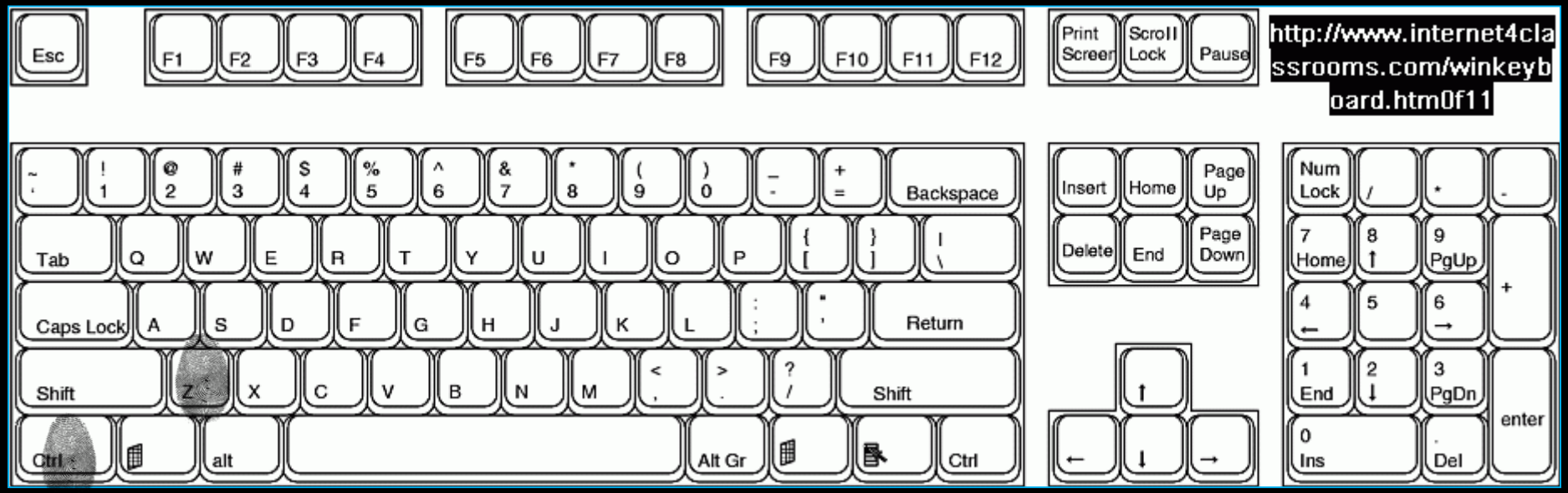
Ctrl + c

Copy selected text or image



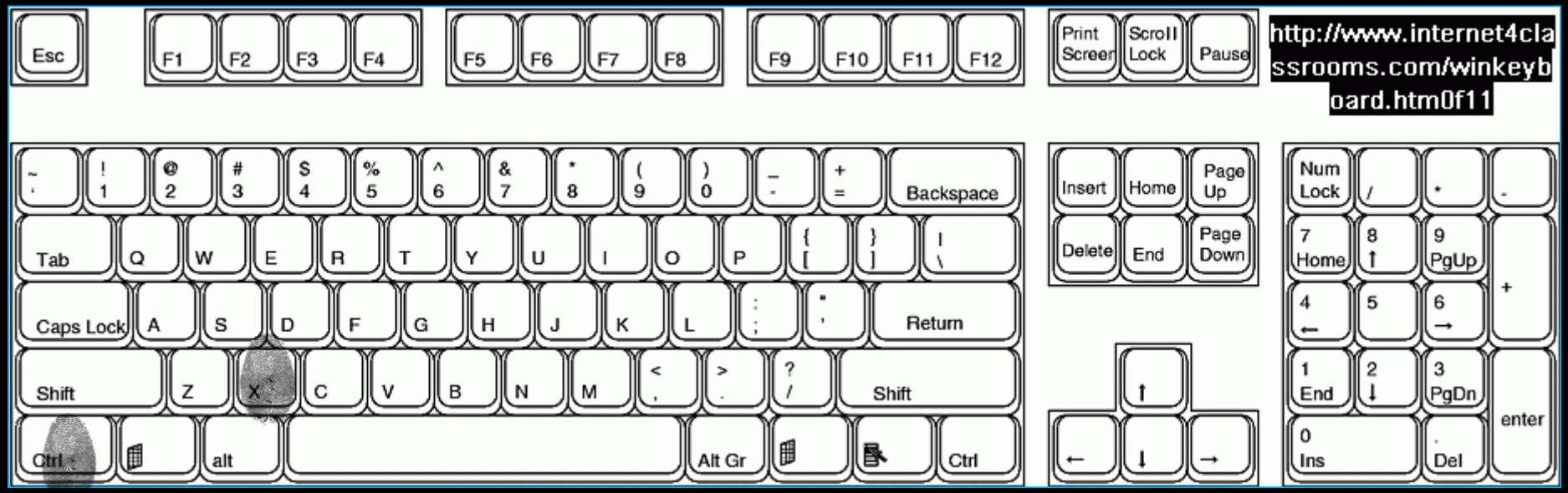
Ctrl + v

Paste selected text or image



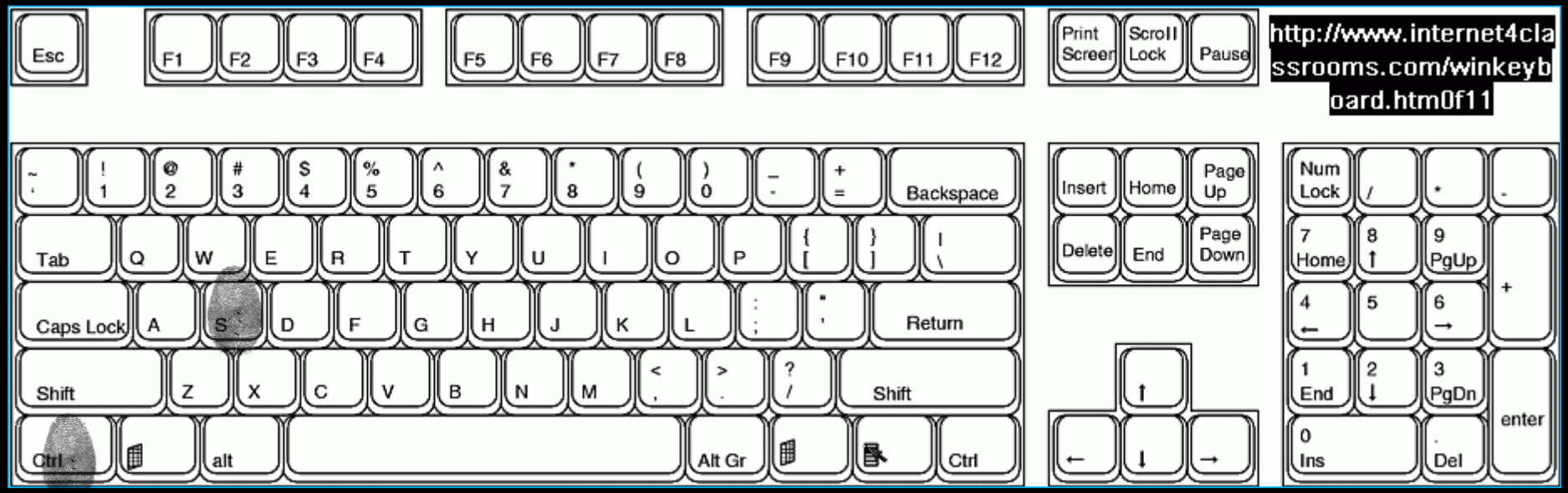
Ctrl + z

“Undo” the last action



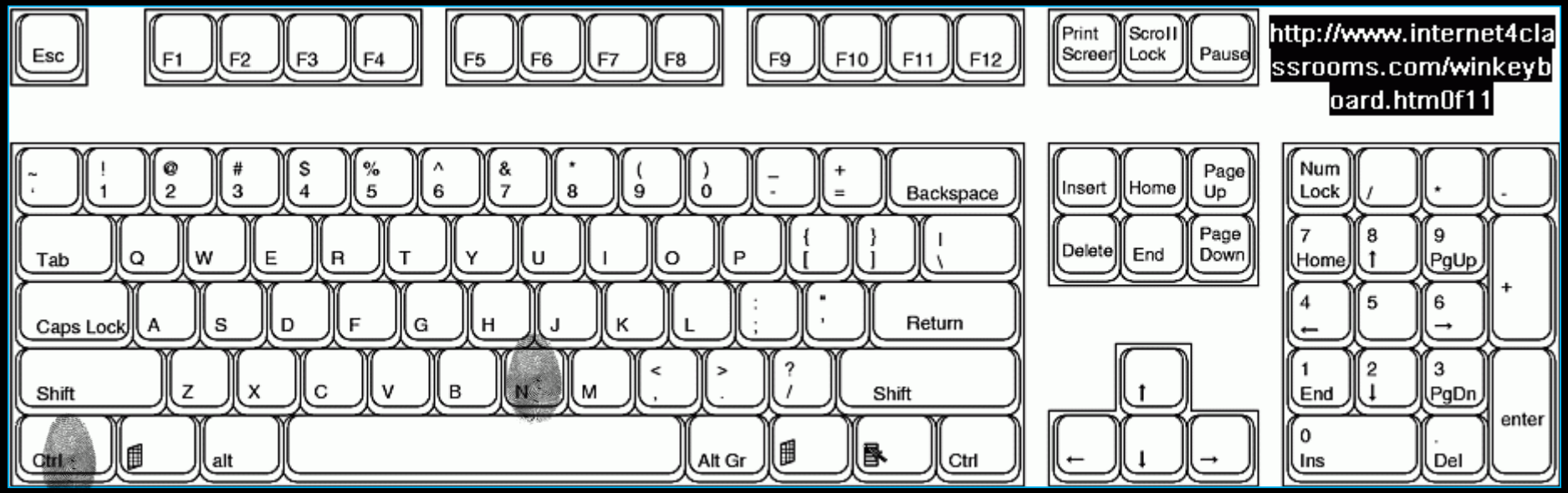
Ctrl + x

“Cut” selected text or image



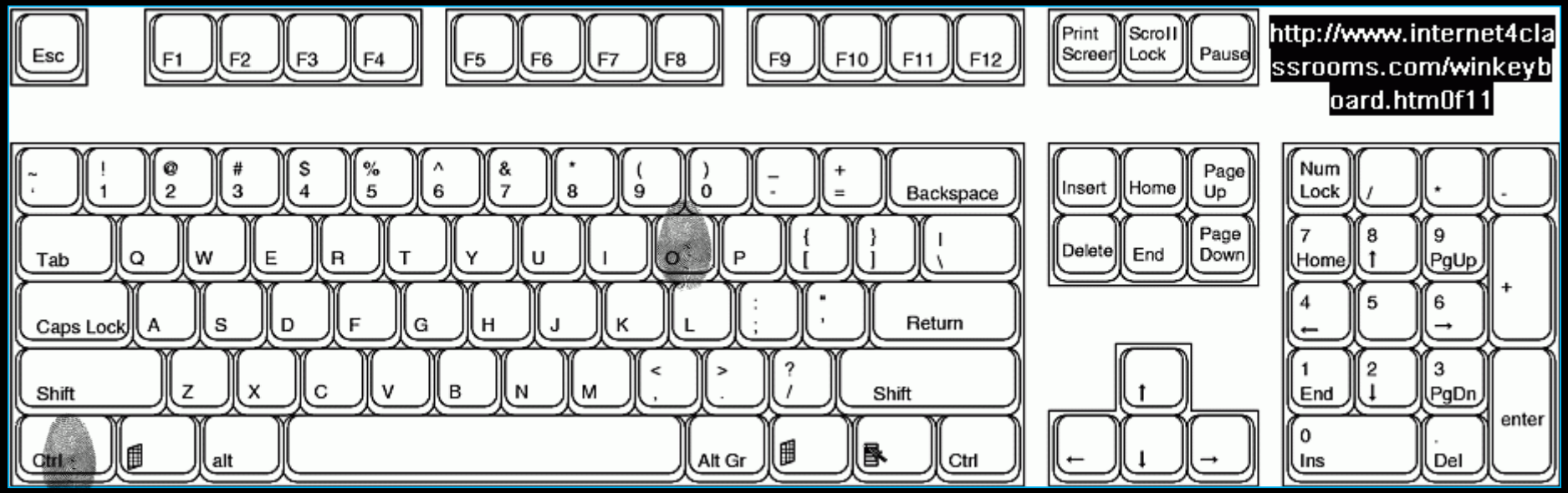
Ctrl + s

“Save” document



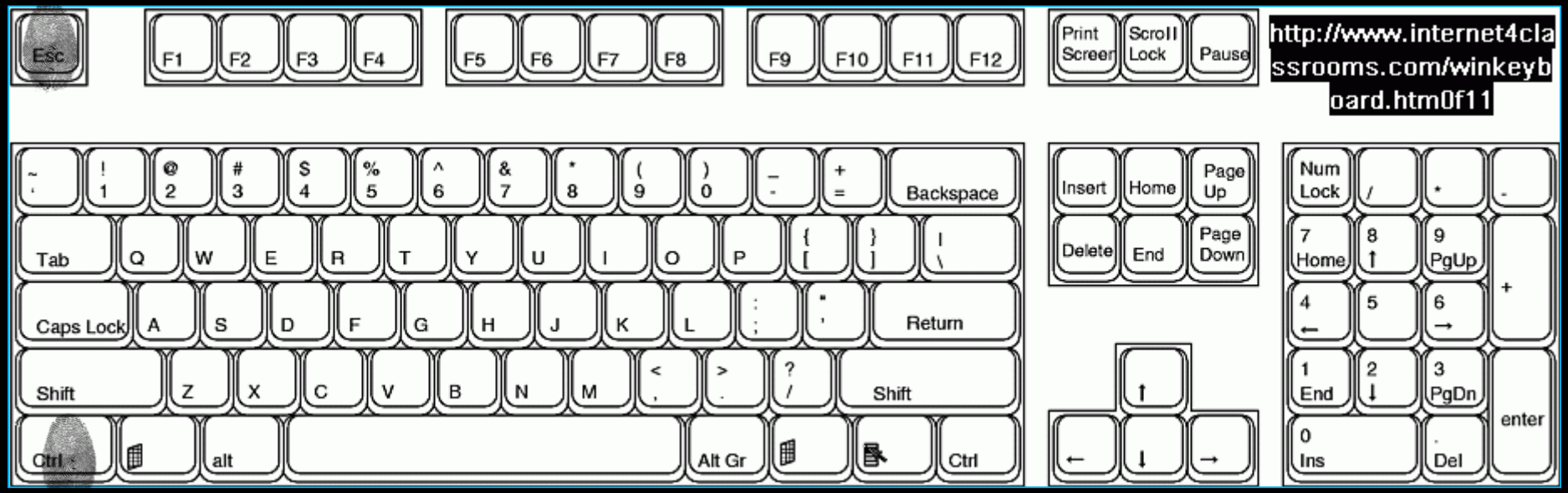
Ctrl + n

Opens “new” document in current application



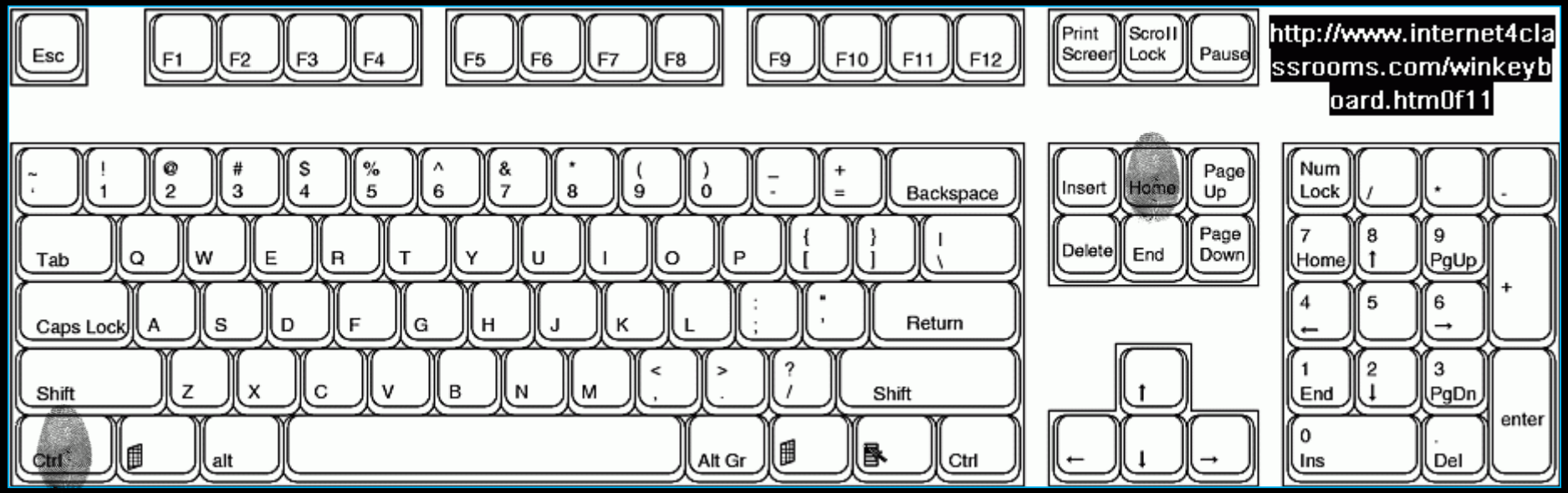
Ctrl + o

“Open” file



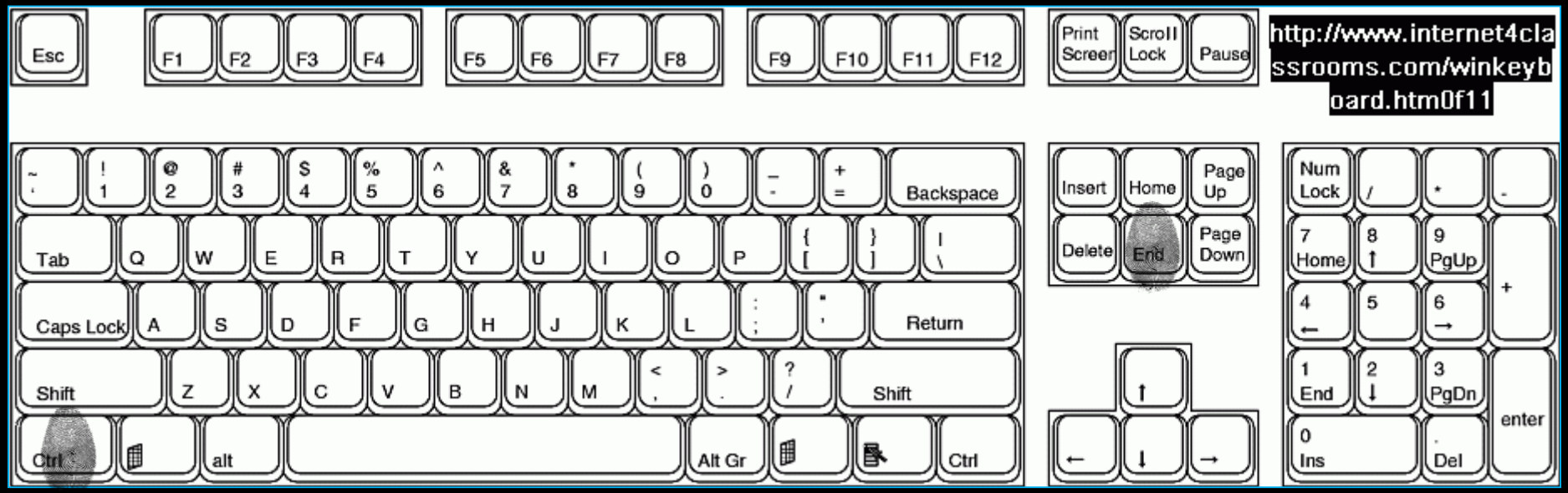
Ctrl + Esc

To open the “start” menu



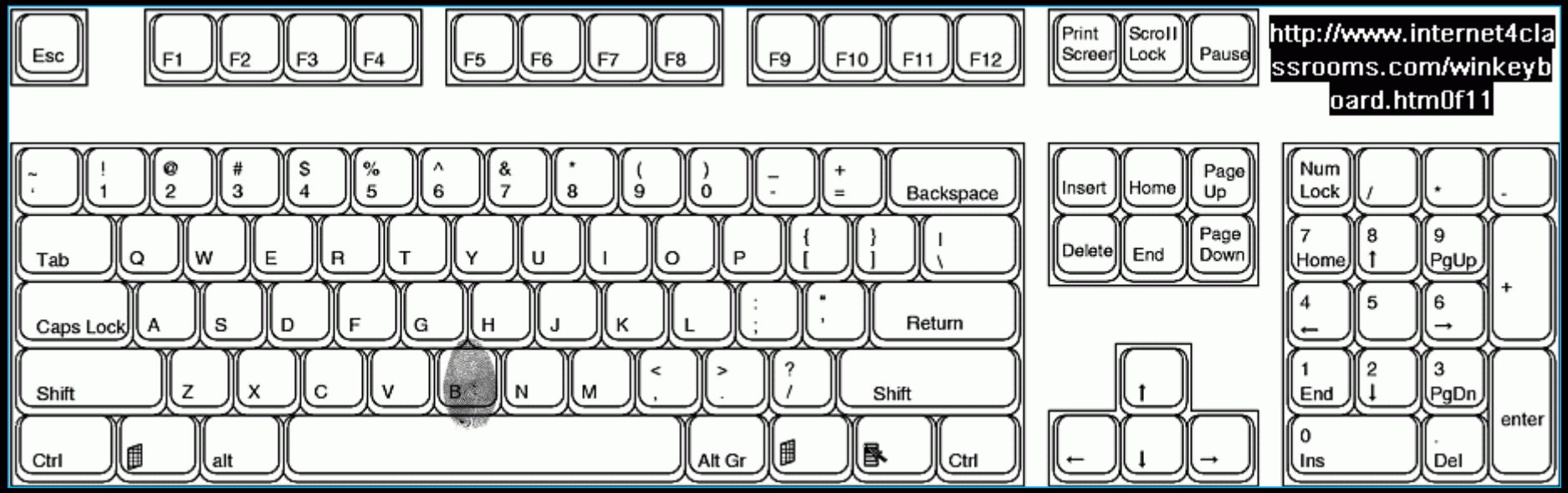
Ctrl + Home

Go to the top, or beginning of your document



Ctrl + End

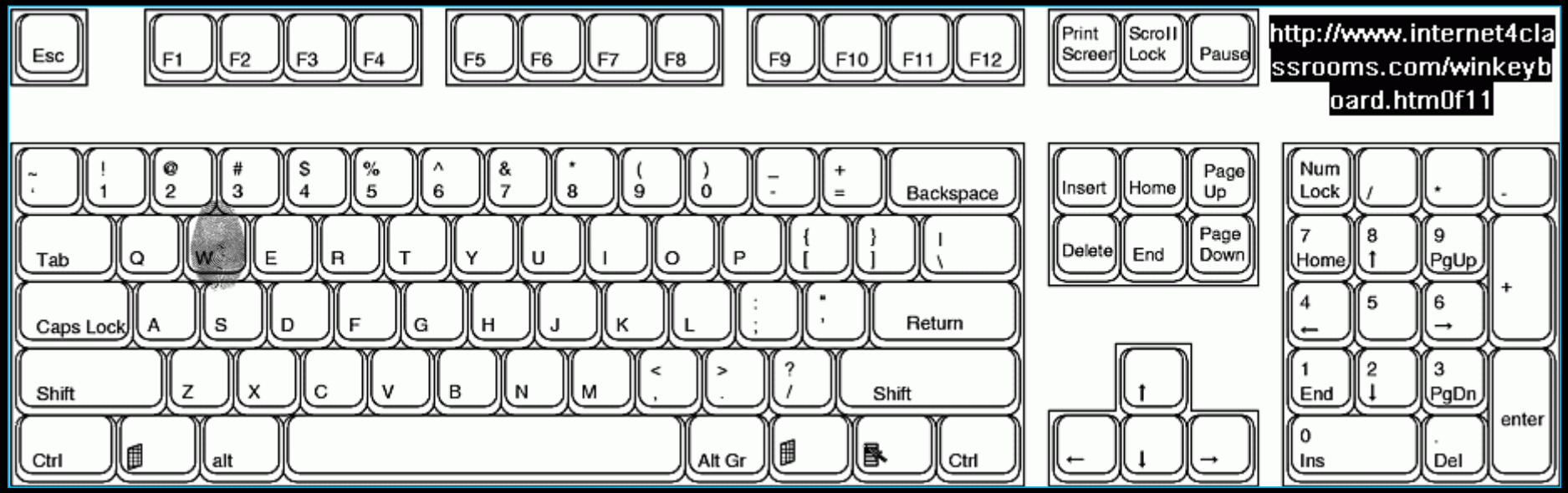
Go to the bottom, or end of your document



While running PowerPoint: b

“Blacks-out” the screen

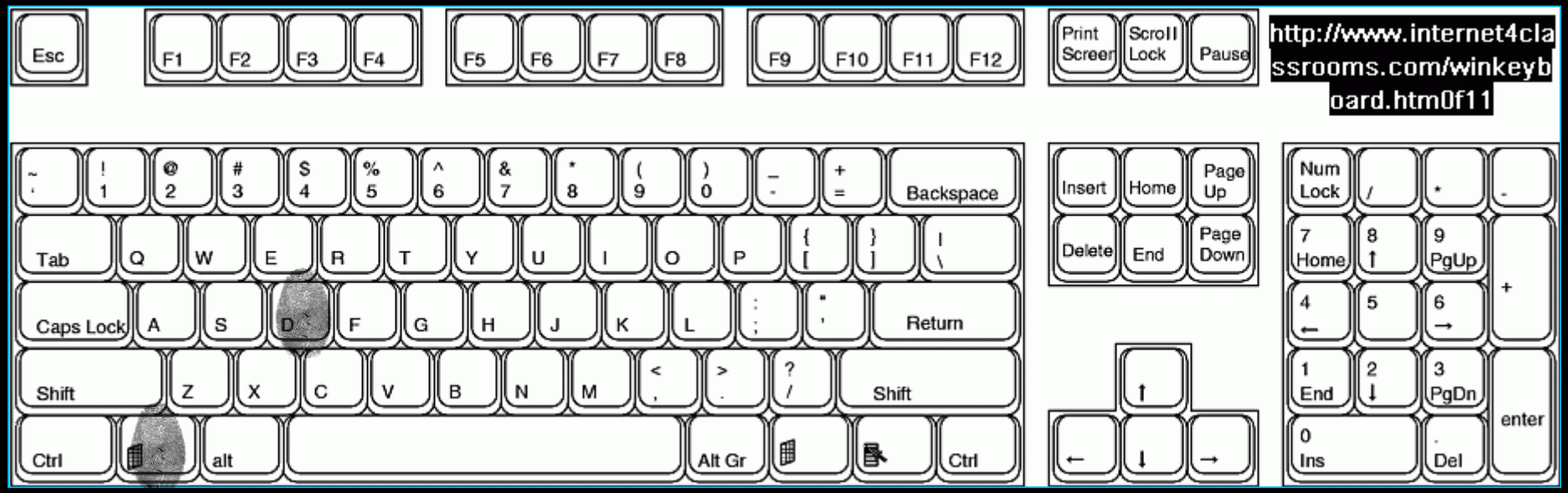
example screen



While running PowerPoint: w

“Whites-out” the screen

example screen



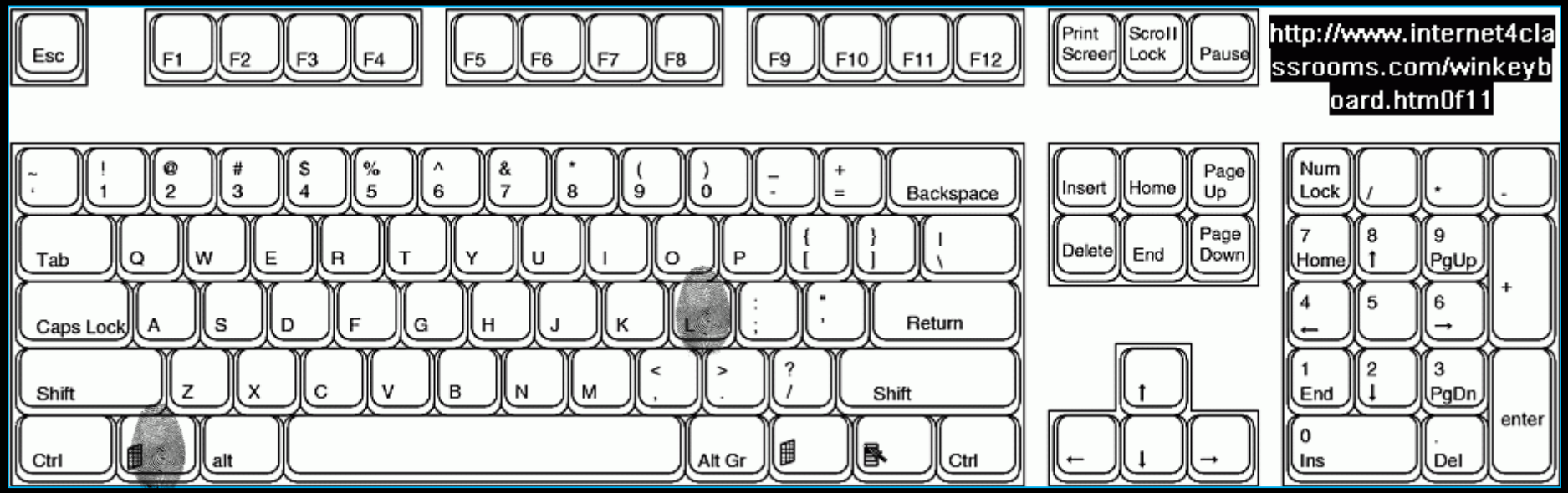
Win + d

Go to Desktop

(repeat to return)

MS WIN 8

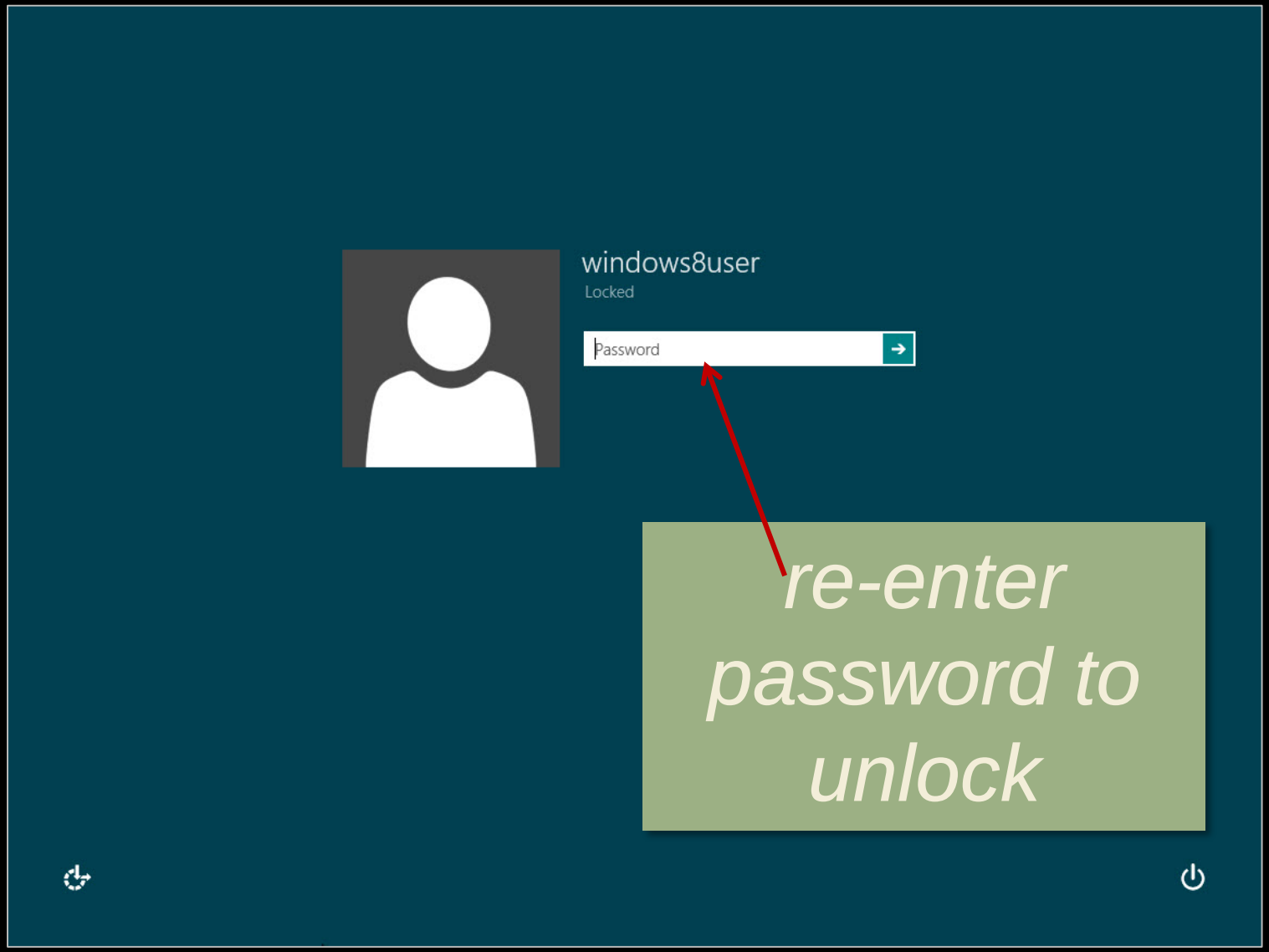
(operating system)



Win + l (“L” upper or lowercase)

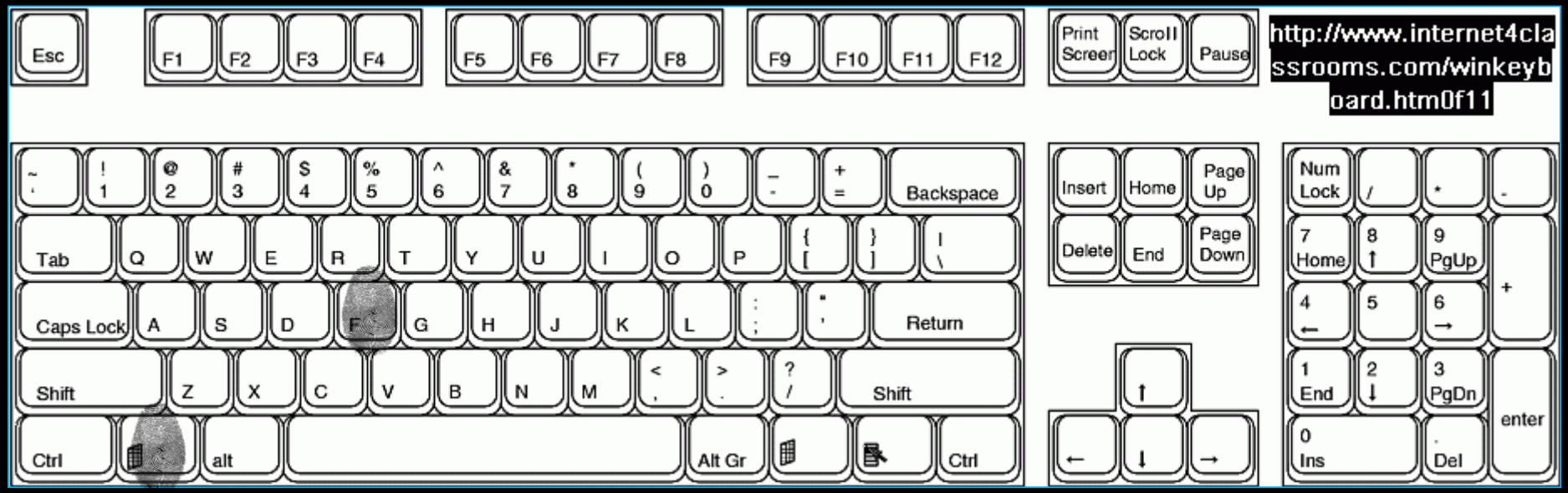
“Locks” your computer

(re-enter password to unlock)



MS WIN 8

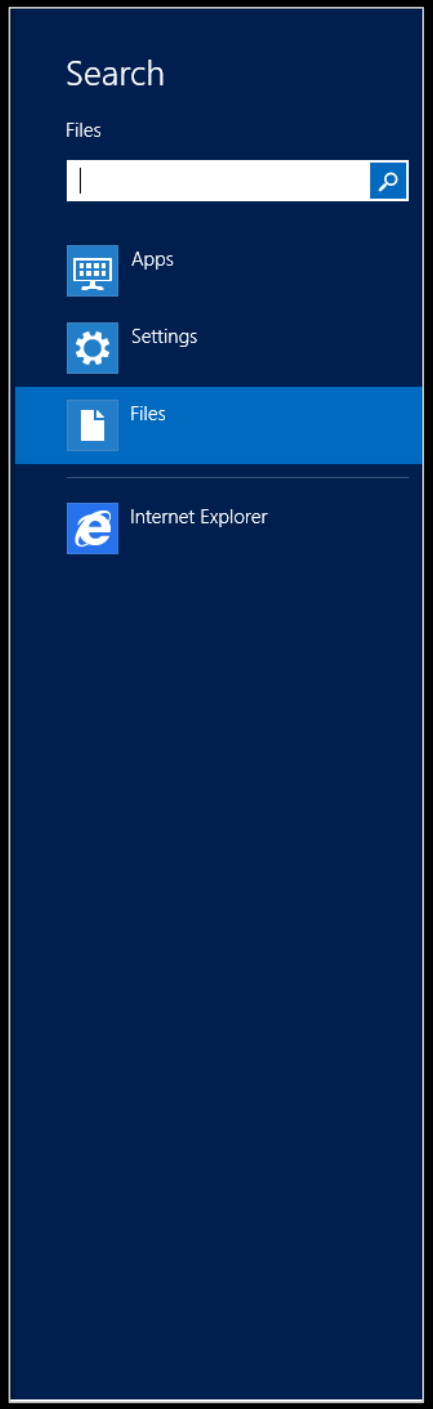
(operating system)



Win + f

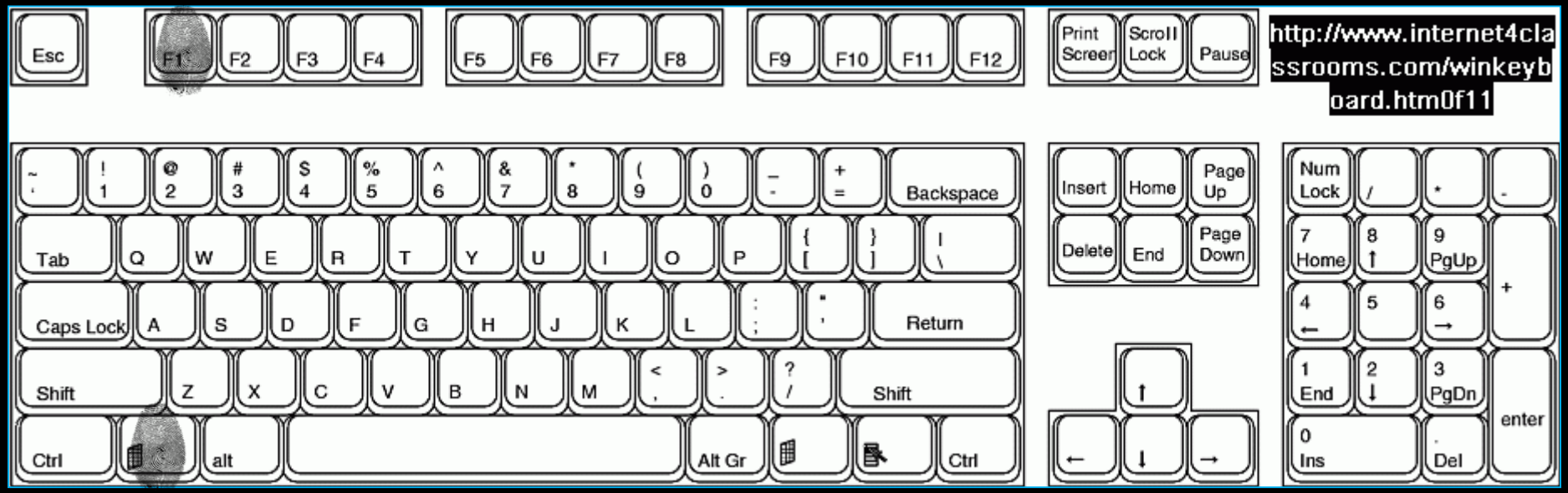
“Find”: all files

Search box appears on right side of monitor screen



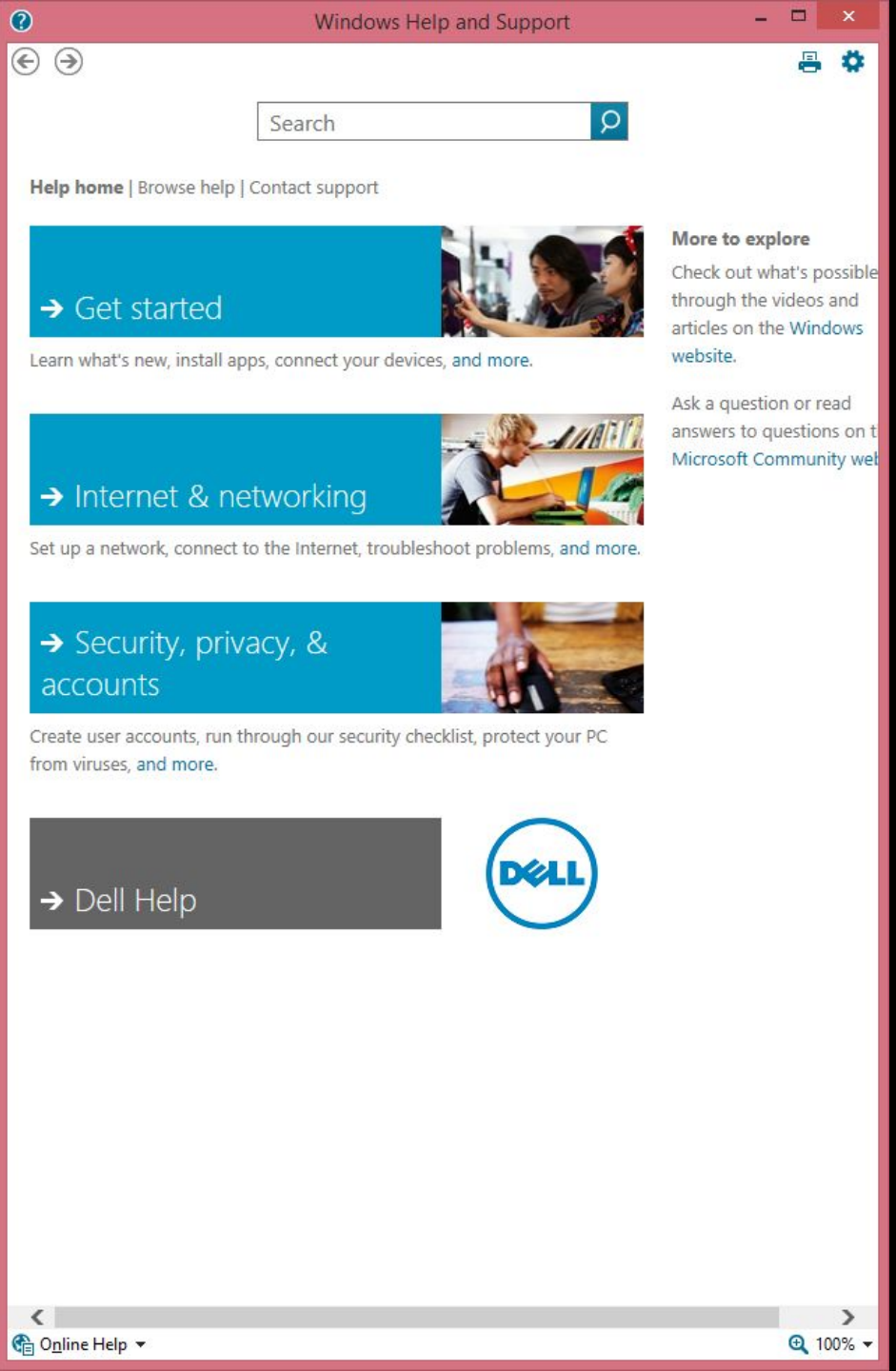
MS WIN 8

(operating system)



Win + F1

Windows Help & Support



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