

SeniorNet Exploring Windows Vista



Appendix A: Keyboard Shortcuts


Although most all commands in Windows Vista can be controlled using the mouse, to point and click, sometimes using a keyboard key or combination of keys (either referred to as a keyboard shortcut) is faster or more convenient than moving, pointing and clicking the mouse. In time, you may learn a few keyboard shortcuts which will make your time at the computer more productive.


The Keyboard

As you all know, the keyboard consists of keys with letters of the alphabet, digits, punctuation and function control keys. It is used for entering commands and data into the computer.

The keyboard is much the same as the typewriter keyboard, but has more keys. The computer keyboard has grown to 104 keys (and more), and some multimedia keyboards have special keys to handle specific media and access functions.

A computer keyboard has some special keys you may not be too familiar with:

The **Windows** key  placed between the left side Ctrl and Alt keys opens the Windows Start menu that you can then navigate with the arrow keys. Plus it is used in combination with other keys for specific functions.

The **Application** key  placed between the right side Alt and Ctrl keys simulates the right mouse button; in most applications it brings up a context-sensitive pop-up menu.

Function keys are the 12 keys located across the top of the keyboard labeled F1, F2, etc. They are used for specific commands.

The **Control** keys (Shift, Ctrl and Alt) are used in combination with other keys to issue commands.

The **Escape** (Esc) key is used to back out of situations. Occasionally you find yourself in a place you don't want to be; Esc will often get you out of the situation without doing any damage.

The **Enter** key is used mostly to signal that you have finished typing a paragraph or some data. You do not use the Enter key to end each line of typing (as people used to do when using a typewriter).

The two **Shift** keys work like they do on a typewriter. To type a capital letter, hold down one of the Shift keys while you type. Shift keys also give you the upper set of characters on the top row of keys. Press the **CapsLock** key and all the letters will be upper case (capital). CapsLock will NOT however, give you the upper set of characters on other keys.

The **Backspace** key will move the insertion point one position to the left and is also used to delete the character to the left at the same time.

The **Delete** key will delete the character to the right of the insertion point.



Directional keys move the insertion point. You can move the insertion point by pressing the Ctrl key and the directional keys as shown below:

Keyboard Shortcuts – General

The following tables, with information gleaned taken from Microsoft, contains general keyboard shortcuts that can be used when on the desktop or in any application.

Press these keys	To do this
F1	Display Help
CTRL+C	Copy the selected item
CTRL+X	Cut the selected item
CTRL+V	Paste the selected item
CTRL+Z	Undo an action
CTRL+Y	Redo an action
DELETE	Delete the selected item and move it to the Recycle Bin
SHIFT+DELETE	Delete the selected item without moving it

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	to the Recycle Bin first
F2	Rename the selected item
CTRL+RIGHT ARROW	Move the cursor to the beginning of the next word
CTRL+LEFT ARROW	Move the cursor to the beginning of the previous word
CTRL+DOWN ARROW	Move the cursor to the beginning of the next paragraph
CTRL+UP ARROW	Move the cursor to the beginning of the previous paragraph
CTRL+SHIFT with an arrow key	Select a block of text
SHIFT with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
CTRL with any arrow key+SPACEBAR	Select multiple individual items in a window or on the desktop
CTRL+A	Select all items in a document or window
F3	Search for a file or folder
ALT+ENTER	Display properties for the selected item
ALT+F4	Close the active item, or exit the active program
ALT+SPACEBAR	Open the shortcut menu for the active window
CTRL+F4	Close the active document (in programs that allow you to have multiple documents open simultaneously)
ALT+TAB	Switch between open items
CTRL+ALT+TAB	Use the arrow keys to switch between open items
CTRL+Mouse scroll wheel	Change the size of icons on the desktop (may have to click down on wheel first)
Windows logo key  +TAB	Cycle through programs on the taskbar by using Windows Flip 3-D
CTRL+Windows logo key  +TAB	Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D
ALT+ESC	Cycle through items in the order in which they were opened
F6	Cycle through screen elements in a window or on the desktop
F4	Display the Address bar list in Windows Explorer
SHIFT+F10	Display the shortcut menu for the selected

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	item
CTRL+ESC	Open the Start menu
ALT+underlined letter	Display the corresponding menu
ALT+underlined letter	Perform the menu command (or other underlined command)
F10	Activate the menu bar in the active program
RIGHT ARROW	Open the next menu to the right, or open a submenu
LEFT ARROW	Open the next menu to the left, or close a submenu
F5	Refresh the active window
ALT+UP ARROW	View the folder one level up in Windows Explorer
ESC	Cancel the current task
CTRL+SHIFT+ESC	Open Task Manager
SHIFT when you insert a CD	Prevent the CD from automatically playing

Keyboard Shortcuts – Windows Explorer

The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

Press these keys	To do this
CTRL+N	Open a new window
END	Display the bottom of the active window
HOME	Display the top of the active window
F11	Maximize or minimize the active window
NUM LOCK+ASTERISK (*) on numeric keypad	Display all subfolders under the selected folder
NUM LOCK+PLUS SIGN (+) on numeric keypad	Display the contents of the selected folder
NUM LOCK+MINUS SIGN (-) on numeric keypad	Collapse the selected folder
LEFT ARROW	Collapse the current selection (if it is expanded), or select the parent folder
ALT+LEFT ARROW	View the previous folder
RIGHT ARROW	Display the current selection (if it is collapsed), or select the first subfolder
ALT+RIGHT ARROW	View the next folder
CTRL+Mouse scroll wheel	Change the size and appearance of file and folder icons
ALT+D	Select the Address bar

Keyboard Shortcuts – Word Processing

The following is a list of Control key combinations and other keys that work in many word processing applications.

Press these keys	To do this
[Ctrl]+[N]	New
[Ctrl]+[O]	Open
Ctrl+[S]	Save
[Ctrl]+[P]	Print
[Ctrl]+[F]	Find
[Ctrl]+[H]	Replace
[Ctrl]+[B]	Bold
[Ctrl]+[I]	Italic
[Ctrl]+[U]	Underline
[Ctrl]+[E]	Center Align
[Ctrl]+[L]	Left Align
[Ctrl]+[R]	Right Align
Left / Right Arrow	Moves insertion point one character left or right
Up / Down Arrow	Moves insertion point one line up or down
PgUp / PgDn	Moves insertion point up or down page in increments
Home	Moves insertion point to beginning of the line
End	Moves insertion point End of the line
Ctrl+Home	Moves insertion point to beginning of the document
Ctrl+End	Moves insertion point to end of the document

There are even more keyboard shortcuts than presented here. But if you only learn a handful of these common ones you will improve your productivity.