

## Windows Shortcut keys

A perfect example when you will need to know a few Windows shortcut keys is when your mouse decides to not work. The rest of the time, Windows Shortcut keys are just there to make life easier and help you get your tasks done quicker.

I have some favorite shortcut keys that I like to use almost every day. These include:

### **CTRL and A to select all.**

This is if you want to select all the text on the page. For example if you are on a Microsoft word page you can click on the page, and then press CTRL and the letter A on the keyboard to select all of the text and make it blue.

### **CTRL and Z to undo.**

This is one of those Windows shortcut keys that is very important, especially if you cannot find an undo button. Pressing the CTRL key and the Z key on the keyboard has saved me many a time.

<b><u>Shortcut keys</u></b>	<b><u>What they do</u></b>
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every Windows program.
Ctrl + A	Select all text.
Ctrl + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.

Ctrl + Right arrow	Moves one word to the right at a time.
Alt + Tab	Switch between open applications.
Alt + Shift + Tab	Switch backwards between open applications.
Alt + <a href="#">Print Screen</a>	Create a screen shot <u>only</u> for the program you are currently in.
Ctrl + Alt + Del	Bring up the Windows Task Manager.
Ctrl + Esc	Bring Up start menu.
Alt + Esc	Switch Between open application on taskbar.
F2	Renames selected Icon.
F3	Starts find from desktop.
F4	Opens the drive selection when browsing.
F5	Refresh Contents.
Alt + F4	Closes Current open program.
Ctrl + F4	Closes Window in Program.
Ctrl + (the '+' key on the keypad)	Automatically adjust the widths of all the columns in Windows explorer
Alt + Enter	Opens properties window of selected icon or program.
Shift + F10	Simulates right-click on selected item.
Holding Shift	When putting in an audio CD, will prevent CD Player from playing.