

Tips and Tricks

*A Quick Reference Guide for your
Computer*



How the Keys are Organized



The keys on your keyboard can be divided into several groups based on function:

Function	Definition
Control keys	These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are CTRL, ALT, the Windows logo key, and ESC. (For example using CTRL+F to Find information)
Function keys	These keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.
Typing (alphanumeric) keys	These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
Navigation keys	These keys are used for moving around in documents or web pages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
Numeric keypad	The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.

Quick Key Strokes

Key Strokes	Operation Performed
Windows Logo Key + F1	Displays Windows Help & Support.
Application Key	Opens a menu of commands related to a selection in a program. This key is equivalent to right-clicking the selection.
Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + H	Find and Replace
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link .
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste .
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + End	Moves the cursor to the end of the document.

Quick Key Strokes

Key Strokes	Operation Performed
Ctrl + Home	Moves the cursor to the beginning of the document.
Alt + F	File menu options in current program.
Alt + E	<u>E</u> dit options in current program.
F1	Universal in most programs to Open Help.
Ctrl + F2	Display the print preview.
Alt + Tab	Switch between open applications.
Ctrl + Alt +	Reboot the computer and/or bring up the Windows task manager .
Shift + F10	Simulates right-click on selected item.
Home	Goes to beginning of current line or top of a web page.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.
Shift + Home	Highlights from current position.
Shift + End	Highlights from current position to end of line.
ESC	Cancel the current task.
End	Goes to end of current line or bottom of a web page.

Mouse Shortcuts

Mouse Movement	Operation Performed
Click, hold, and drag	Selects text from where you click and hold to the point you drag and let go.
Double-click	If double-click a word, selects the complete word.
Double-click	Double-clicking on the left, center, or right of a blank line will make the alignment of the text left, center, or right aligned.
Double-click	Double-clicking anywhere after text on a line will set a tab stop .
Triple-click	Selects the line or paragraph of the text the mouse triple-clicked.
Ctrl + Mouse wheel	Zooms in and out of document.

Definitions

Term	Description
Bold	The bold darkens to help emphasize text in a sentence.
Clipboard	The clipboard stores information that has been cut or copied from a document or other location. The clipboard will hold this information until it has been overwritten by new information.
Cut	To remove an item (text, object, data, files, etc) from the current location to a temporary alternate location, generally called the clipboard, and then having the capability to paste that item to another location.
Copy	To duplicate an item (text, object, data, files, etc) from the current location to another location. It enables you to have two or more copies of the same item.
Cursor	A cursor is a visual representation on the screen that allows the user to specify where they want text to be placed. Commonly, this cursor is a vertical flashing line more commonly known as a <u>i-cursor</u> . When referring to the mouse, the cursor is used to describe the object used to point, click, drag and drop items.
Edit	Allows you to modify text, data, files, etc.
Link	On the Internet, a link or hyperlink refers to a reference that points to another section in the document or a web page.
Find	Allows you to search for text within a file.
Menu	Graphical list of menus commonly located beneath the title bar of a window that lists various menus that can be selected.
Reboot	Also known as restart, reboot is a term used to describe the process of restarting the computer or electronic device. Rebooting is sometimes necessary to recover from an error. A reboot may occur automatically if the computer or hardware device encounters an error or is overloaded.
Right-Click	Pressing the right mouse button, will perform a special action.
Paste	To move or place an item (text, object, data, files, etc) from another location that has been copied or cut.
Task Manager	A software utility that enables a user to view each of the tasks currently running on the computer, each of the processes, and the overall performance of the computer.
URL	Also known as an internet address, the URL is a term used to identify the location of a file on the Internet, the computer on which the file is located, and the file's location on that computer.