

KEYBOARD SHORTCUTS - COMPUTER TIPS & TRICKS (HINTS)

WINDOWS

WinKey + D = Minimizes all windows and shows the desktop
WinKey + Tab = Cycles through the programs shown on the taskbar
WinKey + F = Brings up the Windows Search box

OTHER KEY COMBINATIONS

SHIFT+F10 = Same as right-clicking an object
CTRL+ESC = Opens the Start menu
ALT+[underlined letter in menu, i.e. F for File, etc.] = Opens the menu
ALT+F4 = Closes the current program
CTRL+F4 = Closes the current window in a program
ALT+F6 = Switches between multiple windows in the same program
CTRL+Tab = Switches between multiple tabbed windows in the same program
SHIFT+DELETE = Deletes selection immediately, without it hitting the Recycle Bin
ALT+TAB = Cycles through the programs shown on the taskbar

MICROSOFT WORD (MANY WORK FOR OTHER APPLICATIONS AS WELL!)

Ctrl + S = Saves Document
Ctrl + A = Selects all the contents of a page
Ctrl + C = Copy selected text
Ctrl + X = Cut selected text
Ctrl + V = Paste the selected text
Ctrl + F = Opens the find box
Ctrl + B = Bold the highlighted selection
Ctrl + I = Italicize the highlighted selection
Ctrl + K = Insert a link to a Web site
Ctrl + U = Underline the highlighted selection
Ctrl + Y = Repeat the last action performed
Ctrl + Z = Undo last action (I love this one!)
Ctrl + End = Moves the cursor to the end of the document
Ctrl + Home = Moves the cursor to the beginning of the document

MOST BROWSERS AND PHOTO EDITING PROGRAMS

Ctrl + "+" = Zooms in on screen
Ctrl + "-" = Zooms out on screen

ACCESSIBILITY

Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
SHIFT five times (Switch the StickyKeys either on or off)
NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
Windows Logo +U (Open Utility Manager)