

## KEYBOARD SHORTCUTS

Let's start with the **WinKey**. This is the key with the backwards Windows flag or logo on it, which you may not have, depending on your keyboard.

WinKey + D =	Minimizes all windows and shows the desktop
WinKey + L =	Locks the computer (Windows XP only)
WinKey + Tab =	Cycles through the programs shown on the taskbar
WinKey + F =	Brings up the Windows Search box
WinKey+E =	Opens up Windows Explorer
WinKey + R =	Opens the Run dialog box
WinKey + Pause =	Opens System Properties

### Using the keyboard, you might find these useful.

SHIFT+F10 =	Same as right-clicking an object
CTRL+ESC =	Opens the Start menu
SHIFT =	Press and hold down the SHIFT key while you insert a CD-ROM to bypass the auto-run feature
ALT+underlined	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

### Here are some shortcuts for Microsoft Word.

Ctrl + A =	Selects all the contents of a page
Ctrl + C =	Copy selected text
Ctrl + X =	Cut selected text
Ctrl + P =	Paste the selected text
Ctrl + F =	Opens the find box
Ctrl + B =	Bolds 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 docu-

**And when you need to use the mouse, here are some shortcuts for it:**

Double click = Selects a word  
Triple click = Selects a paragraph  
Ctrl + mouse = Use it when you want to zoom in and out of wherever you are Working  
Wheel = Showing on the screen

