

KEYBOARD TRICKS FOR WINDOWS

Be a Windows Virtuoso...with these essential navigational keyboard commands!

WINDOWS UNIVERSAL

KEYS - RESULTS

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| ALT TAB - Opens Task Switcher, selects open programs (Hold ALT Down, tap tab) | ALT F4 - Closes the Current Highlighted Window(s) one at a time |
| Control Esc - Activate Start Bar to Access Programs or shut down. Similar to the Windows Key. | ALT Space N - Minimize Current Window, to reopen press ALT TAB and let go |
| ALT Left Arrow - Previous WEB Page ie.. Backwards on your web browser | ALT Right Arrow - NEXT WEB Page ie.. Forward on your web browser |
| Control Esc, Up Arrow, Enter Enter - Restarts Windows (XP Only) | TAB - Jump Forwards One Field or object at a Time, Shift Tab reverses |
| Control C - Copy Highlighted Text to Memory. Press Control X - to Cut | Click, hold and drag cursor - Will move selected object or Highlight Text as needed |
| Shift INS - Pastes Item in memory to cursor location. Press Shift (arrow) to Hi-Light text | Ctrl V - Paste item in memory to current cursor location |
| Control Home - Jump to TOP of Document | Control End - Jump to END of Document |
| Right Click - on any object or windows component reveals the context menu | Control/Shift End - Highlight Data from here to end of current document |
| F5 - Refreshes the web or Desktop view Bonus! Makes those shy Icons dance! | CTRL TAB - Switches between the Tabbed (opened) Windows in your WEB Browser |
| Control-Alt-Del - Launches the Task Manager to monitor or end Tasks/Apps | Control Z - the MAGIC undo button for MS Office and most editing and input |
| Alt-Space, M then Arrow - Activates the Move option in Windows menu | F8 - At Boot, can Trigger the Startup Menu, for Safe Mode and system repairs |
| SHIFT PrtScn - Captures a full screen image of desktop; paste into Word & edit | F11 - Enlarges Web Browser screen to the Full Screen Mode, useful for videos |
| ESC - Cancel! or close the current Window | Ctrl S - Saves current document |

WIN7 COMMANDS

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| Win-TAB Key - Display all open windows in a 3D array, can rotate with mouse wheel* | Snipper Tool - Handy tool for capturing a screen image & paste onto Word or Paint |
| Shake Current Window - Causes all other opened windows to become minimized | Show Desktop - Clicking the square block just right of system clock clears desktop |
| Control Alt Del, then Enter - Lock this PC and exit to login screen* (req's password) | Control Esc Tab Tab Right Arrow - Select an option from the restart Menu |
| Control Plus or Minus key {+ -} - Increase/decrease Web Browser SiZe | Don't forget these search essentials: Ctrl-F = FIND Ctrl H = History (in Web Browser) |

* Some features listed are supported by Win 7 and Vista * Win XP Users - Upgrade to Win 7 by April 8th, 2014 (MS support expires)

FOR WORD PROCESSING **WEB CENTRIC** **GENERAL** USE THROUGHOUT WINDOWS

FOR MORE ASSISTANCE CONTACT:

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