

# KEYBOARD TRICKS FOR WINDOWS

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

## WINDOWS SMART-KEYS

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

## SPECIAL COMMANDS

<b>Win-TAB Key</b> - Display all open windows in a 3D array (W7) or flat window array (W10)	<b>Snipper Tool</b> - Handy tool for capturing screen images & paste onto Word - Email
<b>Shake Current Window</b> - Causes all other opened windows to become minimized	<b>Show Desktop</b> - Clicking the square block just right of system clock clears desktop
<b>Control Alt Del, then Enter</b> - Lock this PC and exit to login screen* (req's password)	<b>Control Esc Tab Tab Right Arrow</b> - Select an option from the restart Menu
<b>Control Plus or Minus key {+ -}</b> - Increase/decrease Web Browser Fonts	Search Essentials for WEB and Documents: <b>Ctrl-F = FIND</b> ---- <b>Ctrl H = History</b>

- SMART-KEY USAGE:      **WORD** • **WEB CENTRIC** • **SYSTEM WIDE**

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