

KEYBOARD TRICKS FOR WINDOWS

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

WINDOWS SMART-KEYS - - - - -

ALT TAB - Opens Task Switcher, select 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 M Arrow Key - Activates Move current Window by Arrow Key command
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	Ctrl V - Paste item in memory to current cursor location
Shift INS - Pastes Item in memory to cursor location. Press Shift (arrow) to Hi-Light text	Click, hold and drag cursor - Will move selected object or Highlight Text as needed
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 - Switch between Browser Tabs CTRL SHIFT TAB - Goes Other Way
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

SPECIAL COMMANDS

Win-TAB Key - Display all open windows in a 3D array (W7) or flat window array (W10)	Snipper Tool - Handy tool for capturing screen images & paste onto Word - Email
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 Fonts	Search Essentials for WEB and Documents: Ctrl-F = FIND ---- Ctrl H = History

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

FOR ASSISTANCE CONTACT:

AVENUE 18 COMPUTER 310 829-3129

VISIT: WWW.AVENUE18.COM WWW.INSTANTREMOTEHELP.COM