

## Important Windows Keys to use on a Daily Basis

[F1] Help for the program you are in.

[Ctrl]+[C] Copy: To mark an area to copy in a document: Place the cursor at beginning of area to copy. Hold the [Shift] key down and use the [right arrow] key to highlight area to copy. Release both keys. (Another method on a web page or other application is to place the cursor at beginning of area to copy. Hold the left mouse button down and drag the cursor across area to copy. Release the left mouse button when area is highlighted. **To copy to the clipboard. Press and hold the Control key and then touch the letter C.**

**Tip:** If you want to copy an internet address (URL) from a browser address line to an E-Mail or somewhere else: Click on the address line once (It Will change color) Then: [Ctrl]+[C] to copy to the clipboard [Ctrl]+[V] in the destination.

[Ctrl]+[V] Pastes clipboard data to the right of your cursor in your open application.

[Ctrl-X] Will cut highlighted area and place it on the clipboard. (**Handy when moving data somewhere else**).

[Alt]+[Tab] Will move to the next application that is open in Windows. Hold the [Alt] key down and touch the [Tab] key to change applications. (Hold the [Alt] down and tap the [Tab] key until you see the application you are looking for, then release both keys.

[Alt]+[F4] Closes the application that you are currently working in.

## More Important Windows Keys:

**[PS: The "Windows" key normally looks like a flag (Usually located near the bottom left side of your keyboard).**

Referred to as: [Win] plus another "Key" or "letter"

Example: [Win]+[D] below.

[Win]+[D]: Minimize or restore all Windows.

[Win]+[E]: Display Windows Explorer to see files on your computer

[Win]: Display start menu.

[Win]+[F1]: Display help for your PC.

[Win]+[F]: Find files in your computer.

[Win]+[R]: Display Run command to browse and run a file on your computer.

[SHIFT]+[DEL] Deletes immediately without moving to the Recycle Bin.

(Shift and Delete keys when a file is highlighted) (**Be sure you don't want to to be able to restore the file**)

[SHIFT]-[TAB]: Moves to previous control in the dialog box (TAB alone goes forward, SHIFT+TAB backward).

Pressing [Shift] while holding down [CTRL] and dragging A LINK to your desktop or to a folder creates an instant shortcut.

(Of course, you can do the same thing by clicking and holding the right mouse button in a blank area of a web page, letting go on the desktop, and choosing "create shortcut." And choose where to put the shortcut)

[Win]+[Tab]: Cycle through buttons on taskbar

[Ctrl]+[F]: Find data in most Microsoft programs.

Example: Find a name or data in Excel or Word.

**Press [Shift] when inserting a CD-ROM and you can skip auto-run**

**Your PC System Properties: Press down the [Win] Key and touch the [Break/Pause] button.**

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