

## **Windows Keyboard and Key Functions**

### **Windows Key**

**Windows Key = Start Menu**

**Holding down the Windows Key and pressing:**

**E = Windows Explorer**

**F = Find or Search Dialog Box**

**M = Minimizes All Open Windows**

**Shift+M = Maximizes All Open Windows**

**R = Run Box**

**Pause/Break = System Properties**

### **CTRL (Control) Keys**

**Holding down one of the CTRL (Control) Keys and pressing:**

**A = Select All**

**B = Bold**

**C = Copy**

**I = Italics**

**P = Print**

**S = Save**

**U = Underline**

**V = Paste**

**X = Cut**

**Z = Undo**

**Esc = Start Menu**

**Holding down the CTRL Key and pressing the HOME Key will take you to the Beginning of a document.**

**Holding down the CTRL Key and pressing the END Key will take you to the End of a document.**

### **ALT Keys**

**Holding down one of the ALT Keys and pressing:**

**H = bring up the Help menu in a program**

**Tab = switch between all open programs**

**F4 = close the current open program**

**Prt Scr = copy the 'active' window to the computer's clipboard**

### **CTRL and ALT Keys Together**

**Holding down the CTRL & ALT Keys together and pressing:**

**Delete Key = Close Program Box appears (Windows Task Manager)**

**Delete Key 2X = restart your computer**

## Word Processing Keys

**Insert Key = toggles between insert and type over in a document.**

**Delete Key = sends selected item or what is to the right of the cursor to the recycle bin.**

**Home Key = goes to the beginning of the active line.**

**End Key = goes to the end of the active line.**

**Page Up = goes up the document one monitor viewing area of the screen.**

**Page Down = goes down the document one monitor viewing area of the screen.**

## Cursor Keys

**Scroll through documents without any changes being made.**

## Numbers Key Pad

**Num Lock ON = number pad can be used as a calculator**

**Num Lock OFF = the number pad keys are the as as Word Processing Key and Cursor Keys.**

## Shift Keys

**Holding down one of the Shift Keys and pressing:**

**Any letter will type that letter capitalized in a document.**

**A number key will type the Special Character listed above the number.**

**The Delete Key will delete a selected item without sending it to the recycle bin.**

## Caps Lock Key

**Caps Lock Key ON = type all upper case letters. Will NOT type special characters above the number keys.**

**Caps Lock Key Off = turn OFF the upper case typing.**

### Tab Key

When pressed will move the cursor to the next set tab. The default on most documents is every half inch.

In a form when pressed will jump to the next box for information input.

Shift Tab will go back one box.

Backspace key - Will erase the letter to the Left of the cursor.

Delete Key - Will erase the letter to the Right of the cursor.

ESC (Escape) Key – Cancels the current task.

### Print Screen Key

Pressing the Print Scr Key will copy the viewing area of the monitor to the clipboard for pasting into a program where it can then be viewed or printed.

Holding down the ALT Key when pressing the Print Scr Key will copy ONLY the active window to the clipboard for pasting into a program where it can be viewed or printed.

### Scroll Lock Key

Scroll Lock Key is to convert a laptop keyboard to alpha-numeric use.

Toggle between two computers using the same mouse, monitor & keyboard.

### Pause-Break Key

Holding down the Window Key and pressing the Pause/Break Key will bring up System Properties screen.

### Function Keys (F1 – F12)

Standard Windows Keyboard and the Laptop Keyboard has Function Keys in the top row of keys.

The Laptop keyboard is smaller and the number key pad is located within the letter keys and is activated by pressing the Scroll Lock Key. Also, some Laptop Function keys require pressing the FN key to activate.

## **Function Keys**

**F keys has different functions in different programs**

**F1 = HELP**

**F2 = Jump**

**F3 = Previous Menu/Return**

**F4 = Close Open Programs**

**F5 = Start up in Safe Mode**

**F6 = Next Message**

**F7 = Backward Scroll**

**F8 = Open in Windows Boot Menu (Safe Mode)**

**F9 = Update**

**F10 = Previous Function**

**F11 = Startup the Recovery Program**

**F12 = Open 'Save As' in Word**

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