

## Windows Keyboard and Key Functions

Introduction:

Different Key Functions

- Function Keys (F1 –F12)
- Windows Key, Menu Key, CTRL (Control) Keys, ALT Keys
- Word Processing Keys (Insert, Home, Page Up, Page Down)
- Number Key Pad
- Cursor Keys
  - Shift Key, Caps Lock Key, Enter Key, Tab Key, Backspace Key, Esc (Escape) Key, Print Screen Key, Scroll Lock Key, Pause Break Key

### Windows Key

- Windows Key = Start Menu
  - Holding down the Windows Key and pressing:
    - E = Windows Explorer
    - D = Minimize or Restore All Open Windows
    - F = Find or Search Dialog Box
    - M = Minimizes All Open Windows
    - Shift + M = Maximizes All Open Windows
    - R = Run Box
    - Pause/Break = System Properties

### Menu Key

- The same as a right mouse button click.
- An options menu appears for your choice of what you want to do.

### CTRL (Control) Keys

- |                    |             |
|--------------------|-------------|
| ● A = Select All   | B = Bold    |
| ● C = Copy         | I = Italics |
| ● P = Print        | S - Save    |
| ● U = Underline    | V = Paste   |
| ● X = Cut          | Z = Undo    |
| ● Esc = Start Menu |             |

## **ALT Keys**

- Holding down one of the Alt Keys and pressing:
  - The “H” key will bring up the Help Menu in a program.
  - “Tab” Key will switch between all open programs.
  - The “F4” Key will close the current open program.
  - “Prt Scr” (Print Screen) Key will copy the active window to the clipboard.

## **CTRL and ALT Keys Together**

- Holding down the Ctrl and Alt Keys together and pressing the Delete Key once (1) the Close Program Box appears.
- Holding down the Ctrl and Alt Keys together and pressing the Delete Key twice (2) will 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.