

# KEYBOARD TRICKS FOR WINDOWS

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

## PRESS KEYS - RESULTS

<b>ALT TAB</b> - Opens Task Switcher, selects 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 N</b> - Minimize Current Window, reopen via ALT TAB and let go
<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> - Restart Windows (XP Only)	<b>TAB</b> - Jump Forwards One Field or object at a Time
<b>Control C</b> - Copy Highlighted Text to Memory (or <b>Control X</b> - to Cut)	<b>Shift Tab</b> - Jump Backwards One Field or object at a Time
<b>Shift INS</b> - Paste Item in memory to current cursor location	<b>Ctrl V</b> - Paste item in memory to current cursor location
<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 or screen for "context menu"	<b>Control/Shift End</b> - Highlight Data from here to end of document
<b>F5</b> - Refreshes the Desktop view plus the Icons and Display in general	<b>CTRL TAB</b> - Switches between the Tabbed (opened) Windows in your WEB Browser
<b>Control-Alt-Del</b> - Launches the Task Manager to monitor or End Tasks/Apps	<b>Click, hold and drag cursor</b> - Will move selected object or Highlight Text as needed
<b>Alt-Space, M then Arrow</b> - Activates the Move option in Windows menu**	<b>F8</b> - Can Trigger the Startup Menu, Safe Mode is for anti-virus 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

## WIN7 COMMANDS

<b>Win-TAB Key</b> - Display all open windows in a 3D array, can rotate with mouse wheel*	<b>Snipper Tool</b> - Handy tool for capturing a screen image & paste onto Word or Paint*
<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 screen size in IEX 9.0	<i>And don't forget these search essentials:</i> <b>Ctrl-F = FIND</b> <b>Ctrl H = History (in Web Browser)</b>

\* This feature also available in Vista. \* Great for stuck, lost or "hidden" windows.

FOR MORE ASSISTANCE CONTACT:

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