

Computer Sense

23 KEYBOARD SHORTCUTS THAT WILL SIMPLIFY HOW YOU WORK!



Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. For example, to copy text, you can highlight text and press the **Ctrl+C** shortcut. Or to open the Windows Task Manager simply use the shortcut **Ctrl-Shift-Esc**. Without the shortcut, you would have to search for the task manager (for instance in the start menu) to load it from there.

Let's get productive! Shortcuts are always faster than moving your hands from the keyboard, using the mouse, and then returning to the keyboard.

Here are the top 23 keyboard shortcuts we recommend everyone memorize and use.

Program Shortcuts

- **Ctrl-a** highlights everything in a folder or document.
- **Ctrl-c** copies the selected item or text to the clipboard.
- **Ctrl-v** pastes the contents of the clipboard into the active program.

- **Ctrl-f** opens the search in many programs. All web browsers and the majority of Office applications for instance support this. **F3** may work sometimes as well.
- **Ctrl-s** saves a document or web page in many programs, including Office and web browsers.
- **Ctrl-z** will undo the last action.
- **Ctrl-left arrow** moves the cursor to the beginning of the previous word, while **Ctrl-right arrow** to the beginning of the next word.
- **Ctrl-Shift-left arrow** or **right arrow** highlights the full previous or next word.
- **Ctrl-Backspace** deletes the word on the left of the cursor.
- **Ctrl-Home** moves the cursor to the top of the document, while **Ctrl-End** to the end of it.
- **Esc** cancels the current task.

Windows Shortcuts

- **Ctrl-Shift-Esc** opens the Windows Task Manager. (Windows 7 and newer)
- **Ctrl-Shift-click** on a taskbar icon to open the program with administrative privileges.(Windows 7 and newer)
- **Shift-click** on a taskbar icon to launch another instance of the program
- **Alt-Tab** lets you switch between open programs and windows, **Alt-Shift-Tab** walks through the listing backwards.
- **Alt-F4** closes the active item or exits the active program
- **Alt-Esc** cycles through the list of open programs in the order they have been opened.
- **Windows-d** displays the desktop, while **Windows-m** minimizes all windows to show the desktop, and **Windows-Shift-m** restores the windows to their original position.
- **Windows-e** opens My Computer in Windows Explorer
- **Windows-r** opens the run box to start programs from there.
- **Spacebar** moves the scrollbar down a page - **Shift+spacebar** moves the scrollbar up one page.
- **Ctrl-p** opens a print preview of the page or document currently being viewed.
- **F2** after highlighting or selecting a file, pressing F2 changes the file name to be editable, allowing you to quickly rename the file.

Take Away ...

Our 23 keyboard shortcuts include the key shortcuts for all recent Microsoft operating systems and other Microsoft products such as Office or Internet Explorer. To learn about other production improvements with keyboard shortcuts, don't hesitate to get in touch with us today! Call Bob at 604.270.1730.

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