

Kerry's Computer Coaching

Fifteen top keyboard shortcuts

Shortcuts can assist in a faster and more efficient computer experience. Here are ten shortcuts that will help in getting the job done.

1. Windows + E = My computer



Not on all keyboards

Easily the best. Simply press the 'windows key' (shown to the right) and 'E' together, and "My Computer" will open up, allowing you to navigate through your documents without minimizing any of your open windows, or searching through shortcuts or start menus.

2. Windows key = Start menu

Simply pressing the Windows key opens your menu without the need for minimizing already open windows.

3. CTRL + Z = Undo

This is a very handy key when you either make a mistake or want to change something you have done in a Microsoft Office program. Simply press the 'control key' (Ctrl) + Z, and everything will fall back into place.

4. CTRL + X (Cut) , CTRL + C (Copy), CTRL + V (Paste)

Cut, Copy and Paste, with the right click and the left click...can be tiresome, using these shortcuts will take minutes off your Microsoft office cut, copy and paste duties. **(notice the pattern on the keyboard, they are all next to each other to make it fast and efficient.)**

5. Win + D = Home

If you need to get to the desktop quickly this is the one for you. Win + D minimizes all windows and takes you to your desktop.

6. CTRL + Mouse = Select numerous items not in order

When deleting a number of files from 'my computer', or moving files, instead of doing it one by one, hold down 'control' the entire time and click your mouse on each file. Once you have selected every file you want to delete/move, drag them to their destination! **Shift + Mouse = Select numerous items in order**

7. Shift + F7 = Thesaurus

When working in Microsoft software such as Word, Outlook etc, pressing 'shift' + F7, opens the Thesaurus function, and shows options for the word the cursor is next to. Can be very helpful when writing emails and documents.

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8. Alt + Tab

Pressing 'Alt'+ 'Tab' switches between any open windows on your screen. Great when having to move from window to window.

9. Ctrl + A = Select all

Ctrl + A selects all on a page or all files in a folder. Great when you are cutting or copying then pasting as you can Ctrl + A then Ctrl +X or Ctrl + C then Ctrl + V

10. Ctrl + Arrow Keys = Skip words

While in Microsoft Word and other programs, instead of using the arrow key to travel through each single word when trying to find a specific place on the page, simply hold down control and the specific arrow key. This makes the computer skip over full words, allowing you to get to your destination much faster!

11. Shift + Arrow Keys = Highlights Text

If you want to highlight something to make a change and finding it difficult to hold the left button on the mouse down and drag, just hold down the Shift key and use the arrows to highlight the text.

12. The End Key

The end Key quickly takes you to the end of a line of text.

Ctrl + End takes you to the end of the document

13. The Home Key

The Home Key takes you to the start of a line of text.

Ctrl + Home takes you to the start of the document or page.

14. Page Up Key

Page Up keys takes you to the page above. Great when using PDF files.

15. Page Down Key

Page Down Key takes you to the next page of a document.