

Keyboard Shortcuts, Combinations and Combo-Combos

Windows Keys

All commands are invoked by holding down the Windows key (W) and typing the other letter.

- W-D Takes you to your Desktop – toggles if you haven't changed windows
- W-E Windows Explorer
- W-F Launches the Find File interface
- W-L Locks the workstation (you need your password to log back in)
- W-M Minimize all windows (shows the desktop)
- W-R Launches the RUN command line
- W-B Puts current window in background (I have no use for this.)
- W-U Launches the Utility Manager (I've never used this)

Key Combos – All combinations are done by holding down the first key (modifier) and typing the second key (use a modifier the same as you would the shift key) These commands are applied to windows operations (Windows Explorer), as opposed to applications such as Internet Explorer, or Word or Excel – see below for further explanation.

- | | |
|-------------------|--|
| Alt-Spacebar | context menu |
| Alt-Tab | changes applications |
| Alt-Shift-Tab | changes applications in reverse order |
| Alt-PrtScn | copies the window to the clipboard |
| Ctrl-PrtScn | copies the screen to the clipboard |
| Alt-F-enter-enter | creates a new folder in a directory (folder) |

The following shortcuts will work with almost all Microsoft Office applications, like Word, Excel, and Outlook.

Alt-(Menu-Underlined-Letter) shows the drop down (context) menu
for the application you are using

Home Key puts your cursor at the beginning of the current line
End Key puts your cursor at the end of the current line

CTRL-Home puts your cursor at the beginning of your document
CTRL-End puts your cursor at the end of your document

CTRL-C copy text
CTRL-V paste text
CTRL-X cut text
CTRL-Z undoes the last edit (or several, in Office apps)

CTRL-S saves your file
CTRL-P prints your file
CTRL-O opens a file
CTRL-W closes a file

Combo-Combos

This set of operations will allow you to quickly copy and paste data from one application to another. A demonstration of this function is needed for illustration.

Double click to select text
Ctrl-C to copy text
Alt-Tab to change apps
Ctrl-V to paste text
Alt-Tab to change apps

Demonstrations

As this document grows longer, I will add text here to explain how to use the keyboard and mouse in combination with shortcuts, to demonstrate the power of these things when used with multiple applications. For now, practice and enjoy!