



## IT Tips and tricks #18 – Shortcuts for fun (1)

Every now and then, if you are like me, you get fed up of having to use a mouse as it seems to make a job longer! Well, not any more... here are a few keyboard shortcuts to help speed things up a bit.

### BASIC SHORTCUT KEYS

#### Shortcut Keys

**Ctrl + A**  
**Ctrl + X OR Shift + Del**  
**Ctrl + C OR Ctrl + Ins**  
**Ctrl + V OR Shift + Ins**  
**Home**  
**Ctrl + Home**  
**End**  
**Ctrl + End**  
**Shift + Home**  
**Shift + End**  
**Ctrl + Left arrow**  
**Ctrl + Right arrow**

#### Description

Select all text.  
Cut selected item.  
Copy selected item.  
Paste  
Goes to beginning of current line.  
Goes to beginning of document.  
Goes to end of current line.  
Goes to end of document.  
Highlights from current position to beginning of line.  
Highlights from current position to end of line.  
Moves one word to the left at a time.  
Moves one word to the right at a time.

### MICROSOFT WINDOWS SHORTCUT KEYS

#### Shortcut Keys

**Alt + Tab**  
**Alt + Shift + Tab**  
**Alt + Print Screen**  
**Ctrl + Esc**  
**Alt + Esc**  
**F3**  
**Alt + F4**  
**Ctrl + F4**  
**Alt + Enter**  
**Shift + Del**

#### Description

Switch between open applications.  
Switch backwards between open applications.  
Create a screen shot only for the program you are currently in.  
Bring Up start button.  
Switch Between open applications on taskbar.  
Starts find from desktop  
Closes Current open program.  
Closes Window in Program  
Opens properties window of Selected icon or program.  
Delete programs/files without throwing into the recycle bin.

### WINDOWS KEYBOARD SHORTCUTS

Below is a listing of Windows keys that can be used using a keyboard with a Windows key. In the list of shortcuts the windows key is represented by "WINKEY".

#### Shortcut Keys

**WINKEY + D**  
**WINKEY + M**  
**WINKEY + SHIFT + M**  
**WINKEY + E**  
**WINKEY + Tab**  
**WINKEY + F**  
**WINKEY + CTRL + F**  
**WINKEY + F1**  
**WINKEY + Pause / Break key**  
**WINKEY + L**

#### Description

Minimizes all windows and returns the user to the desktop.  
Minimizes all windows.  
Undo the minimize.  
Open Microsoft Explorer.  
Cycle through open programs through the taskbar.  
Display the Windows Search / Find feature.  
Display the search for computers window.  
Display the Microsoft Windows help.  
Open the system properties window.  
Lock the computer (Windows XP and above only).