


Introduction to Windows XP

Appendix A: Keyboard Shortcuts

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The keyboard is the primary input device for most computers. It consists of keys with letters of the alphabet, digits, punctuation and function control keys. It is used for entering commands and data into the system.

The keyboard is much the same as the typewriter keyboard, but with more keys. The keyboard has grown to 104 keys, with the addition of the right and left Windows keys  (WIN).

The **WIN** key opens the Windows Start menu that you can then navigate with the arrow keys.

The **Application** key simulates the right mouse button; in most applications it brings up a context-sensitive pop-up menu.

Function keys are the 12 keys located across the top of the keyboard labeled F1, F2, etc. They are used for specific commands.

The **Control** keys (Shift, Ctrl and Alt) are used in combination with other keys to issue commands.

The **Escape** (Esc) key is used to back out of situations. Occasionally you find yourself in a place you don't want to be; Esc will often get you out of the situation without doing any damage.

The **Enter** key is used mostly to signal that you have finished typing a paragraph or some data. You do not use the Enter key to end each line of typing (as people used to do when using a typewriter).

The two **Shift** keys work like they do on a typewriter. To type a capital letter, hold down one of the Shift keys while you type. Shift keys also give you the upper set of characters on the top row of keys. Press the CapsLock key and all the letters will be upper case (capital). CapsLock will NOT however, give you the upper set of characters on other keys.

The **Backspace** key will move the insertion point one position to the left and is also used to delete the character to the left at the same time.

The **Delete** key will delete the character to the right of the insertion point.

Directional keys move the insertion point. You can move the insertion point by pressing the Ctrl key and the directional keys as shown below:

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<u>Control Key +</u>	<u>Where it moves the Insertion point</u>
Left / Right Arrow	One character Left or Right
Up / Down Arrow	One line Up or Down
PgUp / PgDn	Up or down page in increments
Home	Beginning of the line
End	End of the line
Ctrl+Home	Beginning of the document
Ctrl+End	End of the document

Keyboard shortcuts

Combinations of certain keys can be used as shortcuts for some menu options, such as [Ctrl]+[S] to Save a file.

Menus in many programs display combinations of certain keys to be used as shortcuts for some of the menu options, such as [Ctrl]+[S] to Save a file.

When two keys are used together to issue a command, a plus (+) is shown between the keys. For example: [Ctrl]+[S]. To issue this command, you would press and hold the [Ctrl] key down, tap [S] and then release [Ctrl]. The result would be the same as clicking on Save in the menu.

The following is a list of key combinations that can be used to activate certain commands in some programs.

<u>COMMAND</u>	<u>SHORTCUT</u>
New	[Ctrl]+[N]
Open	[Ctrl]+[O]
Save	[Ctrl]+[S]
Print	[Ctrl]+[P]
Undo	[Ctrl]+[Z]
Cut	[Ctrl]+[X]
Copy	[Ctrl]+[C]
Paste	[Ctrl]+[V]
Select All	[Ctrl]+[A]
Find.....	[Ctrl]+[F]
Replace	[Ctrl]+[H]
Bold	[Ctrl]+[B]
Italic.....	[Ctrl]+[I]
Underline.....	[Ctrl]+[U]
Center Align	[Ctrl]+[E]
Left Align	[Ctrl]+[L]
Right Align.....	[Ctrl]+[R]

Notes