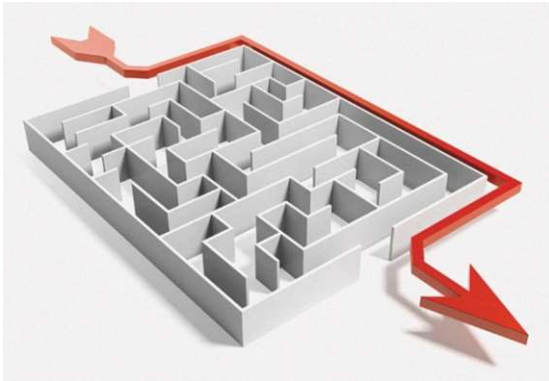


Chapter 5

KEYBOARD SHORTCUT KEYS



A short cut is a quicker way of getting somewhere than the usual route.

Like in the image to our left, a person either can choose the

- ❖ Usual Path from a maze.
- ❖ Shortcut Path outside of the maze.

Computer shortcut keys provide an easier way of navigating and performing commands in computer software. The use of shortcut keys is beneficial for computer users.

“It allows USERS to complete tasks accurately and in less time”

The computer shortcut keys are a set of one or more keys that generate a particular command to be executed. Shortcut keys are generally executed by using the **Alt** or **Ctrl** key with some other keys.

Representation: **Ctrl+C**

- ✚ Pronunciation - ctrl c (Control C)
- ✚ In text representation - ctrl + C
- ✚ At keyboard - Press ctrl and then C

Basic Computer Shortcut Keys

There are many shortcut keys available for users. Depending upon the computer's manufacturer, operating systems and the application softwares, the shortcut keys may vary. In this book, we will cover some basic shortcut keys.

To get more around other shortcut keys, we recommend searching over the internet.

Basic Shortcut Keys

Ctrl+A	• It allows you to select the entire content of a page, including images and other objects.
Ctrl+B	• It offers users with the option to bold the selected text of a page.
Ctrl+C	• It is used to copy the selected content, including other objects of a page.
Ctrl+V	• It offers users the option to paste the copied data. You need to copy data once, and then you can paste it any number of times.
Ctrl+X	• It is used to cut the selected content, including other objects of a page.
Ctrl+D	• It is mostly used in internet browsers to add the current site to a bookmark or favorite.
Ctrl+F	• It provides users with the option to find or search text in the current document or window.
Ctrl+I	• It allows the user to italicize and un-italicize the selected text.
Ctrl+P	• It is used to open the print preview window for the current page or document.
Ctrl+S	• It is used to save the document or a file.
Ctrl+Y	• Its use is to redo any undo text and other objects, and it is also used to repeat the last performed action.
Ctrl+Z	• It is used to undo the content and other objects. For example, if you have deleted the data by mistake, you can retrieve this data by pressing Ctrl+Z immediately.
Shift+Insert	• It is used to paste the copied item.

Shift+Delete	It is primarily used to delete the selected text, and it also provides the option to delete any folders or a file permanently.
Home	It is mainly used to bring the typing cursor to the starting of the line, which you are currently typing.
End	It is used to move the typing cursor at the end of the line.
Alt+Tab	It allows you to switch between open programs on a computer.
Alt+F	It enables you to access the File menu options in the current program.
Alt+Enter	It is widely used to access the properties of the selected item, such as file, folder, or any other objects.
Alt+F4	It is used to close the currently open window.
F1	F1 is the first Function key, and it is used to display help information on every Windows program.
F5	It is mainly used to refresh the current window or contents of a file or a folder.

Windows Shortcut Keys

Window key	It provides users the option to open and close the start menu.
Winkey + D	It is used to minimize all opened windows and to restore the minimized windows.
Winkey + E	It helps users to open a File Explorer
Winkey + L	It is used to lock the computer or switch users.
Winkey + R	Its use is to open the Run dialog box where users can open various programs.
Winkey + Number	It provides users the option to open the programs pinned to the taskbar as per their position on the taskbar.