

Reference, Windows and Internet help

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## Helpful Windows Shortcut Keys to make your computing faster.

Note: **[Win]** = **Windows Key** (Bottom left area of keyboard).

More help can be found at:

<http://free-reference.com/winhelp.htm>

**Note: + is 2 or more keys depressed.** (Hold first key and touch second key then release both)

- **[F1]** Help for current program that is open.
- **[Win] + [F1]** Windows Help
- **[Ctrl] + [C]** To mark an area **to copy**: Place the cursor at beginning of area to copy. Hold the left mouse button down and drag the cursor across area to copy. Release the left mouse button when area is highlighted. Then copy to the clipboard by holding the **[Ctrl]** key down and touching the letter **[C]**.  
\* Another method in a document is to place the cursor at the beginning of area to copy. Hold the **[Shift]** key down and use the **[Right Arrow]** key to highlight area to copy. Release both keys. Then **[Ctrl] + [C]** to copy to the clipboard.
- **[Ctrl] + [X]** Will Cut/delete highlighted area and place it on the clipboard. Handy when moving data to another area or application.
- **[Ctrl] + [V]** Pastes clipboard data to the right of your cursor.
- **[Alt] + [Tab]** Will cycle between Programs that are currently open in Windows. Hold the **[Alt]** key down and touch the **[Tab]** key to change applications.
- **[Alt+F4]** Closes any current open program on screen showing in Windows.
- **[Win] + [D]** Minimize all Windows programs open to show your desktop.
- **[Win] + [E]** Same as File Manager in older versions of Windows. Displays Windows Explorer (Without expanded directories) Much better than a Right- Click on [Start] and selecting Explore.
- **[Ctrl] + [A]** Select All text or items in the current window.
- **[Win] + [E]** Same as File Manager in older versions of Windows Display Windows Explorer (Without expanded directories) Better than a Right Click on [Start] and selecting Explore.
- **[Win] + [F]** Display **Find Files**. Faster than [Start] [Search] [Files or Folders]  
Normally Select: **All files and folders**: Then select drives to search.
- **[Ctrl] + [Home]** In most Windows applications will take you to the Beginning of a file.  
**[Ctrl] + [End]** Will take you to the End of a file.
- **[Shift] + [Del]** In Windows Explorer and Outlook deletes Files, bypassing the Recycle Bin.
- **[Shift] + [Tab]** Moves to Previous control in the dialog box. **[Tab]** alone goes forward.  
Use in most programs for multiple choices.
- **[Shift] + [Right-Click]** on any file in Explorer to open with a specific program. (File association)
- **[F5]** Refresh your screen.
- Create a Web Page shortcut to your Desktop in Windows:  
**[Right Click MOUSE]** Select: **"Create Shortcut"** - Select: **"OK"**
- **[Win] + [R]** Install program. Same as [Start] [Run]  
Browse to program to install.
- **[Shift]** Hold the Shift Key down when inserting a CD to avoid Auto-Run to view CD contents.