**Keyboard Shortcuts**

The keyboard connected to your computer will do much more than give you a user interface to enter text and numbers. There are many combinations of keys that perform functions you use everyday that may help you work more efficiently. Here are a few you might try.

CTRL–C **Copies** text

CTRL–V **Pastes** text

CTRL–X **Cuts** text

CTRL - + Increases screen resolution thus **enlarging** the text on a website.

CTRL - - Decreases screen resolution thus **shrinking** the text on a website.

CTRL–P Opens the **Print** dialog box.

CTRL–B Makes highlighted or selected text **Bold.**

CTRL–U Makes highlighted or selected text **Underlined.**

CTRL–I Makes highlighted or selected text **Italicized.**

CTRL–A Highlights or selects **All.**

* Arrow keys **move the cursor**, (everybody knows that).
* SHIFT–arrow keys­ highlights or **selects text**.
* SHIFT-End or Home highlights or **selects the whole row**.
* TAB key **moves to the next control or button** in a dialog box. (Press CTRL-P to open the Print Dialog Box and press TAB and watch the active area move in sequence around the box.)
* SHIFT-TAB **moves in the opposite direction** in a dialog box. When it gets to the CANCEL button, (designated by the little dotted rectangle on the inside), press ENTER which is the same as clicking on the button.
* So, ENTER on an active button is the same as **clicking the button**.

ALT-TAB Switches between open programs or windows on your desktop.

ALT-F4 Closes the active program or window.

ALT-Print Scrn Copies an image of the active window or dialog box for pasting into a document or image editing program. The PrintScrn button by itself copies the whole screen.

ALT-Left Arrow Moves to the previous page in a website like clicking the Back Arrow.

ALT-Underlined letter In a drop-down or pop-up menu, executes the command described.

