

M.E.O.C. Tech Worksheets

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.

