



Autistic Services, Inc.

Teq-Tips

This months Teq-Tip is actually multiple tips, which I think can be handy in a lot of situations. If you are a keyboardist or a mouser these will be handy. The keyboardist may be able to pick up a few words per minute and the mouser may be able to continue working if they ever have a mouse failure. What is this terrific tip you ask? Well, it's keyboard short cuts. I'll bet you did not know that you can do anything you need to in Windows with key strokes. These short cuts work in Windows, Word, Outlook and any other Microsoft programs. So I have compiled what I think are some of the most beneficial ones. By the way lists of these are all over the internet do a search for "keyboard shortcuts" you're bound to find hundreds.

General Windows Short cuts:

F3: Find all files

F2: Rename a selected File

CTRL+X: Cut

CTRL+C: Copy

CTRL+V: Paste

SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin

ALT+ENTER: Open the properties for the selected object

ALT+TAB: Will allow you to thumb through and select any of you current open windows

F1: Starts Windows Help

F10: Activates menu bar options

SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)

CTRL+ESC: Opens the **Start** menu (use the ARROW keys to select an item)

CTRL+ESC or ESC: Selects the **Start** button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

ALT+DOWN ARROW: Opens a drop-down list box

ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)

SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature

ALT+SPACE: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)

ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's **System** menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window)

CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program

ALT+F4: Closes the current window

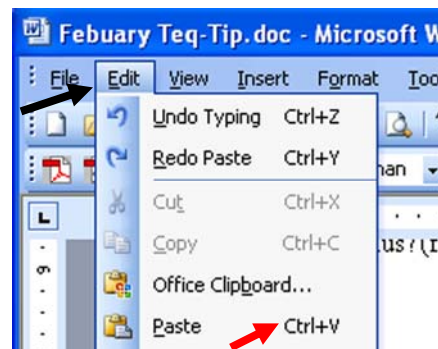
CTRL+F4: Closes the current Multiple Document Interface (MDI) window

ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad **Find** dialog box is displayed, ALT+F6 switches between the **Find** dialog box and the main Notepad window)

These last two are kind of the catch alls, ever notice the underlined letter in the menu or the ctrl+(any letter) in the menus?

ALT+underlined letter in menu: Opens the menu from the top toolbar ie...ALT+E will open the edit menu. (Illustrated at the black arrow)

As you see in the picture to the left in the menu there are shorts cuts listed like the Ctrl+V to paste. (Illustrated at the red arrow)



Word Short cuts:

To use one of these combinations Hold the Ctrl or Alt key down and strike the letter key

Ctrl+N	Open a new word document quickly.	Ctrl+X	Cut- Removes the selection from the active document and places it on the clipboard.
Ctrl+O	Opens a previously saved document.	Ctrl+C	Copies the selection to the clipboard
Ctrl+W	Closes the active window, but does not Exit Word.	Ctrl+V	Paste - Inserts the contents of the clipboard at the insertion point (cursor) or whatever is selected.
Ctrl+S	Saves the active document with its current file name, location and format.	Ctrl+A	Selects all text and graphics in the active window.
Ctrl+P	Prints the active file, also gives the opportunity to change print options	Ctrl+F	Find - Searches for specified text in the active document
Alt+F4	Exit - Closes Microsoft Word.	Ctrl+B	Bold - Formats selected text; make text bold, or remove bold formatting
Ctrl+Z	Undo the last action. This selection can be repeated several times.	Ctrl+I	Italic - Formats selected text; make text italic or remove italic
Ctrl+Y	Redo - After an action has been undone, it can be reinstated in the document.	Ctrl+U	Underline - Formats selected text; make text underlined or remove underline
Ctrl+Shift+>	Increase selected text in increments like the drop down font menu (Thanks Daniel)	Ctrl+Shift++	Apply superscript formatting
Ctrl+Shift+<	Decrease selected text in increments like the drop down font menu	Ctrl+=	Apply subscript formatting
Ctrl+]]	Increase selected text one point	Ctrl+Shift+C	Copy formats
Ctrl+[[Decrease selected text one point	Ctrl+Shift+V	Paste formats
Shift+F3	Change case of the letters	Ctrl+1	Single space lines
Ctrl+Shift+W	Underline words but not spaces	Ctrl+5	Set 1.5 line spacing
Ctrl+Shift+D	Double underline text	Ctrl+2	Double space lines
Ctrl+E	Center a paragraph	Ctrl+Backspace	Delete one word to the left
Ctrl+J	Justify a paragraph	Ctrl+Del	Delete one word to the right
Ctrl+L	Left align a paragraph	Ctrl+R	Right align a paragraph
Ctrl+M	Indent a paragraph from the left	Shift+Enter	Insert a line break
Ctrl+T	Create a hanging indent	Ctrl+Shift+T	Reduce a hanging indent

If text is already selected and you want to extend the selection area

Shift+← Extend selection one character to the left

Shift+→ Extend selection one character to the right

Ctrl+Shift+→ Extend selection to the end of a word

Ctrl+Shift+← Extend selection to the beginning of a word

If you want to move the cursor

→ One character to the right

← One character to the left

Ctrl+→ One word to the right

Ctrl+← One word to the left

Ctrl+End To the end of a document

Ctrl+Home To the beginning of a document

Internet Explorer:

F1	Display the Internet Explorer Help, or when in a dialog box, display context help on an item
F11	Toggle between Full Screen and regular view of the browser window
TAB	Move forward through the items on a Web page, the Address bar, and the Links bar
SHIFT+TAB	Move back through the items on a Web page, the Address bar, and the Links bar
ALT+HOME	Go to your Home page
ALT+RIGHT ARROW	Go to the next page
ALT+LEFT ARROW or BACKSPACE	Go to the previous page
SHIFT+F10	Display a shortcut menu for a link
CTRL+TAB or F6	Move forward between frames
SHIFT+CTRL+TAB	Move back between frames
UP ARROW	Scroll toward the beginning of a document
DOWN ARROW	Scroll toward the end of a document
PAGE UP	Scroll toward the beginning of a document in larger increments
PAGE DOWN	Scroll toward the end of a document in larger increments
HOME	Move to the beginning of a document
END	Move to the end of a document
CTRL+F	Find on this page
F5 or CTRL+R	Refresh the current Web page only if the time stamp for the Web version and your locally stored version are different
CTRL+F5	Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same
ESC	Stop downloading a page
CTRL+O or CTRL+L	Go to a new location
CTRL+N	Open a new window
CTRL+W	Close the current window
CTRL+S	Save the current page
CTRL+P	Print the current page or active frame
ENTER	Activate a selected link
CTRL+E	Open Search in Explorer bar
CTRL+I	Open Favorites in Explorer bar
CTRL+H	Open History in Explorer bar
CTRL+click	In History or Favorites bars, open multiple folders

Using the Address bar

Press this	To do this
ALT+D	Select the text in the Address bar
F4	Display the Address bar history
CTRL+LEFT ARROW	When in the Address bar, move the cursor left to the next logical break (. or /)
CTRL+RIGHT ARROW	When in the Address bar, move the cursor right to the next logical break (. or /)
CTRL+ENTER (my Favorite!)	Add "www." to the beginning and ".com" to the end of the text typed in the Address bar
UP ARROW	Move forward through the list of AutoComplete matches
DOWN ARROW	Move back through the list of AutoComplete matches

Working with favorites

Press this	To do this
CTRL+D	Add the current page to your favorites
CTRL+B	Open the Organize Favorites dialog box
ALT+UP ARROW	Move selected item up in the Favorites list in the Organize Favorites dialog box
ALT+DOWN ARROW	Move selected item down in the Favorites list in the Organize Favorites dialog box

Yes, I realize this was a long email but I think they are worth it. You don't have to read the whole thing just print it out and reference it later!

Hope these are helpful! Use them they work!

Thanks,
Mike