KEYBOARD TRICKS FOR WINDOWS

Be a Windows Virtuoso...*with these essential navigational keyboard commands!*

ALT TAB - Opens Task Switcher, select open programs (Hold ALT Down, tap Tab)	**ALT F4** - Closes the Highlighted Apps Can open System Restart Menu
Control Esc - Activate Start Bar to Access Programs or Shut down. Similar to the Win Key.	**ALT Space M Arrow Key** - Activates Move current Window by Arrow Key command
ALT Left Arrow - Previous WEB Page ie.. Backwards on your web browser	**ALT Right Arrow** - NEXT WEB Page ie.. Forward on your web browser
Control Esc, Rt-Arrow, Rt-Arrow - Restart or Shutdown Options Menu	**TAB** - Jump Forwards One Field or object at a Time, **Shift Tab** reverses
Control C - Copy Highlighted Text to Memory. Press Control X - to Cut	**Control V** - Paste copied item in memory to your current cursor location
Shift INS - Pastes Item in memory to cursor location. Press Shift (arrow) to Hi-Light text	**Click, hold and drag** cursor - Will move selected object or Highlight Text as needed
Control Home - Jump to TOP of Document	**Control End** - Jump to END of Document
Right Click - *on any object or windows component reveals the context menu*	**Control/Shift End** - Highlight Data from here to end of current document
F5 - Refreshes the Webpage or Desktop view. Make those shy Icons dance!	**CTRL TAB** - Switch between Browser Tabs **CTRL SHIFT TAB** – Goes Other Way
Control-Alt-Del - Launches the Task Manager to monitor or end Tasks/Apps	**Control Z** – the MAGIC undo button for MS Office and most editing and input
WinKey then L - Locks your PC **WinKey then X** - Shutdown Menu options	**F8** – At Boot, can Trigger the Startup Menu, for Safe Mode and system repairs
SHIFT PrtScn - Captures a full screen image of desktop; paste into Word & edit	**F11** - Expands Web Browser to Full Screen **WinKey + G** for Dictation Mode popup
ESC – Cancel!! or close the current Window	**Ctrl S** – Saves current document

SPECIAL COMMANDS
Revised 101921

Winkey-TAB Key – Displays open windows in an array w/Timeline (newest Release)	**Snipping Tool** - Handy tool for capturing screen images & paste onto Word - Email
WinKey + E – To load File Explorer **WinKey + D** – Add New Clean Desktop	**Show Desktop** - Clicking the square block just right of system clock clears desktop
Control Alt Del – Access Task Manager or Sign out and Switch Users (menu options)	**Change/Switch Installed Languages** Hold down Windows Key, Tap Space
Shake Current Window – Causes all other opened windows to become minimized	*ALPHA-CENTRIC!* *By pressing the correct alphabet key your cursor can jump to an Icon, File or Folder*
Control Plus or Minus key {+ -} - Boost or Decrease Web Browser View	*Ctrl H = Web Page History Ctrl-F = Find* *Ctrl-K = Web Search Ctrl-P Print Ctrl-S = Save*

SMART-KEY COLOR LEGEND ●●●   *WORD* ●   *WEB BROWSERS* ●   **WINDOWS** ●