

Keyboard Shortcuts

After creating shortcuts to reduce the number of clicks and mouse action required to launch a program there are a number of other shortcuts that can save time.

To move to the desktop from say an open Word document you can use a keyboard shortcut – press the Windows key (normally next to the Alt key near the Spacebar) and then press D (D for Desktop). The program that was open and being used is still there and nothing will be lost.

To look at a Window that contains a list or icon-list of the programs that are currently open press the 'Alt' key followed by the 'Tab' key. The 'Tab' key will allow you to cycle round the list, releasing the 'Alt' key will bring the currently highlighted program to the front and allow you to work in it.

This technique is particularly useful if for example you wish to copy parts of a Word document into a Spreadsheet. With both programs open you can select the text in the Word document (via 'Ctrl' C or the copy function), use 'Alt' and 'Tab' to bring the spreadsheet program to the front, then use 'Ctrl' V or the paste function to put the text into the Spreadsheet.

The main advantage is speed; as all of these actions can be done using just the keyboard.

Equally when typing the following sentence.

The middle words **of this sentence** will be in bold.

A keyboard shortcut can be used to switch the bold command on and off. As per the sentence typed below

The middle words 'Ctrl' 'b' of this sentence 'Ctrl' 'b' will be in bold.

Pressing 'Ctrl' and the b key switches the bold on and pressing the combination again switches it off. It is quicker than having to reach for the mouse button (or the mouse pad) and then find the **B** button in the toolbar.

Common Keyboard Shortcuts

'Ctrl' is the CTRL key 'b' is in this case the single letter b.

Bold - switching on and off – 'Ctrl' 'b'

Italics - switching on and off – 'Ctrl' 'i'

Underlining - switching on and off – 'Ctrl' 'u'

To copy - 'Ctrl' 'c' and to paste - 'Ctrl' 'v'

To save a document - 'Ctrl' s

There are many others but these are some of the most useful.