

BILL BOYLE'S E-Z shortcut GUIDE

Quick keys for finding your way around *most* Windows programs are:

(in each case, while holding down the first key, tap the second one.)

Alt + Tab Allows you to pick and jump to any program loaded in Windows. By depressing Tab while holding down Alt, you show each program loaded. Release Tab to go to that program. (with Vista, using the Windows key instead of the 'Alt' key does the same thing, but in 3-D!)

Alt + F4 Closes most programs.

Alt + Spacebar Pops up menu to Minimize, Maximize, Restore, Move & Close windows.

Ctrl + Tab Jumps from one document to another while in same program.

Ctrl + X Cut: Cuts whatever you have hi-lighted or have the cursor on.

Ctrl + C Copy: Copies whatever you have hi-lighted or have the cursor on.

Ctrl + V Paste: Pastes whatever was last Cut or Copied.

Ctrl + N Starts New file

Ctrl + S Saves the file you have currently open.

Ctrl + O Open files

Ctrl + P Print (Most programs)

Ctrl + Z Undo - Undoes most previous operation.

Ctrl + A Select All (Most programs)

To Align Text:

Ctrl + L = Align Left

Ctrl + R = Align Right

Ctrl + E = Align Center

Ctrl + J = Justify

F1 - HELP!

F2 - Rename highlighted file

F3 - Save As (or Find)

F5 - GOTO (or refresh screen when on Desktop)

F10 - Highlights Menu bar for selection

F8 - Successive depressions hi-lite word, sentence, page.

F11 - Toggles browsers to 'full screen'

On "Windows" keyboards, use the Windows key () plus 'E' for Explorer (My Computer) and 'F' for find, 'R' for Run, 'D' for Desktop and 'Break' for System Properties. Windows key, by itself is same as clicking on 'Start' button.

In most *spreadsheets*, to hi-lite cell at bottom right of form, press 'END' then 'HOME'. To hi-lite entire work area, do this then press 'SHIFT / CTRL / HOME'. To return to cell A1, press 'CTRL / HOME'. To quickly jump to last column with data, press 'END/ENTER'.

By pressing the following keys on the numeric keypad, while holding the ALT key, then releasing both, you'll get characters not found on the keyboard (using most common fonts).

130 é

131 â

132 ä

129 ü

138 è

155 ¢

156 £

0128 €

164 ñ

171 ½

172 ¼

0174 ®

0216 Ø

241 ±

248 °

0169 ©

0153 ™

0181 μ