



**Higham and Rushden**

*Registered Charity Number 1164952*

# **Keyboard shortcuts**

There are many ways to do certain things in Windows and in Office applications, and perhaps the most useful of these involve using the keyboard rather than the mouse. Most keyboard shortcuts involve holding down either the Control (Ctrl) key or the Windows  key (and sometimes the shift or Alt key as well), then pressing another key.



Normally this requires using one or two fingers of the left hand to hold down whichever keys are needed on the left of the keyboard while pressing the last key in the combination.

Let's start with the shortcuts using the Ctrl key. Some of these can be used to format text as follows:

- Ctrl and B will make text bold,
- Ctrl and I will italicize text,
- Ctrl and U will underline text, and
- Ctrl and E will centre text.

There is also a set of combinations for copying, cutting and pasting:

- Ctrl and C will copy the selected item or text,
- Ctrl and X will cut the selected item or text, and
- Ctrl and V will paste whatever was previously cut or copied.

The other common combinations are:

- Ctrl and A to select all the text or objects,
- Ctrl and Z to undo the last action,
- Ctrl and Y to redo the last action,
- Ctrl and home to go to the start of the page or document, and
- Ctrl and end to go to the end of the page or document.

In a recent lesson we discovered that holding the Windows key and pressing the full stop opened the emoji keyboard (and in fact the Windows key & semicolon combination does the same). Let's have a look at a few more of the less obscure keyboard shortcuts using the Windows key.

- If you are using your computer in a public area and need to leave it unattended you can lock it very quickly with the Windows key and L.
- You may remember that there is a tiny area at the extreme right of the taskbar where hovering the mouse cursor allows you to “peek” at the desktop. Windows key and comma does this too.
- If the text or image on your screen is too small to see or read properly, you can open the Magnifier app with the Windows key and the plus sign.
- An extremely useful shortcut is to hold down the Windows key and Shift key at the same time and press S. This allows you to take a screenshot of a selected part of your screen, rather than using the print screen key and then having to crop the resulting image.

And a final few shortcuts which may come in useful if you prefer the keyboard to a mouse.

- Windows key and E opens File Explorer,
- Windows key and I opens the Settings menu, and
- Windows key and S opens a search box.

**THE END**