

## Using shortcut keys for the desktop, My Computer, and Windows Explorer

### Shortcut keys for the desktop, My Computer, and Windows Explorer

| To do this   | Press this                   |
|--|------------------------------|
| Bypass AutoPlay when inserting a CD                          | SHIFT while inserting the CD |
| Copy a file  | CTRL while dragging the file |
| Delete a selected item without placing it in the Recycle Bin | SHIFT+DELETE                 |
| Display Search for Files or Folders                          | F3                           |

### Shortcut keys for Windows Explorer only

| To do this   | Press this                |
|--|---------------------------|
| Collapse the current selection if it is expanded -Or- Select the folder one level up | LEFT ARROW                |
| Collapse the selected Folder   | NUM LOCK + MINUS SIGN (-) |
| Select the first subfolder   | RIGHT ARROW               |
| Expand all folders below current selection   | NUM LOCK + ASTERISK (*)   |
| Expand the selected folder   | NUM LOCK + PLUS SIGN (+)  |
| Switch between left and right panes  | F6                        |

**\*\* We have not repeated the short cuts from one to another section. You will find that a shortcut usable in one section often works in the other as long as it is a logical action.**

Also ,there are other shortcuts that we have not put in here that you might find usefull

See the front of this brochure for other quick guides on our web site and CPTEch group.

<http://www.cal-pactech.com> and follow the bouncing ball, eh sort of.

### Some reasons to call us for help with your Information Technology needs

**Complete planning and consulting and development of your Information Technology systems**

**We provide you IT at World Class levels and down to earth prices.**

**If you've experienced high costs in IT and no benefits to your cost picture you weren't supported by Cal-Pac.**

**Do you want to pay less and get more from IT then call Cal-Pac.**

Do you have **problems with your IT services** and what your getting out of it. **Call Cal-Pac** and find out the solution.

**Do you really need the constant upgrading that is pitched at you? Cal-Pac can cut that down by over 50% without lose of IT benefits, thus saving a bundle.**



# A Quick Guide To Using Keyboard Shortcuts In Windows and Windows Applications

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To do so go to

**<http://www.calpactech.com/> choose  
CPTech or just email us**

**USING SHORTCUT KEYS IN WINDOWS  
MOST IMPORTANT AND USEFULL  
items \***

| To do this  | Press this     |
|---|----------------|
| Activate the menu bar in programs   | F10 or ALT     |
| Close the current window in Multiple Document Interface (MDI) programs.   | CTRL+F4        |
| Close the current window or quit a program  | ALT+F4         |
| <b>*Copy the selected item</b>  | <b>CTRL+C</b>  |
| <b>*Cut the selected item</b>   | <b>CTRL+X</b>  |
| <b>* Paste the selected item</b>  | <b>CTRL+V</b>  |
| <b>* Delete the selected item</b>   | DELETE         |
| <b>* Undo</b>   | CTRL+Z         |
| Display Help  | F1             |
| Display the current window's system menu  | ALT+SPACEBAR   |
| <b>* Display the shortcut menu for the selected item</b>  | SHIFT+F10      |
| <b>Display the Start menu</b>   | CTRL+ESC       |
| <b>Switch to the window you last used<br/>(Switch between windows by holding down ALT while repeatedly pressing TAB.)</b> | <b>ALT+TAB</b> |

**Shortcut keys for Magnifier**

| To do this  | Press this                     |
|---|--------------------------------|
| <b>* Copy the screen to the Clipboard, SCREEN</b><br>including the mouse cursor | (Windows logo)<br>+PRINT       |
| Copy the screen to the Clipboard, without the mouse cursor.                     | (Windows logo)<br>+SCROLL LOCK |

**Internet Explorer keyboard shortcuts**

**Viewing and exploring Web pages**

| To do this   | Press this                  |
|--|-----------------------------|
| Toggle between full-screen and regular views of the browser window.  | F11                         |
| Move forward through the items on a Web page, the Address bar, and the Links bar.                                      | TAB                         |
| Move back through the items on a Web page, the Address bar, and the Links bar.   | SHIFT+TAB                   |
| Go to your Home page.  | ALT+HOME                    |
| Go to the next page.   | ALT+RIGHT ARROW             |
| Go to the previous page.   | ALT+LEFT ARROW or BACKSPACE |
| Display a shortcut menu for a link.  | SHIFT+F10                   |
| Move forward between frames.   | CTRL+TAB or F6              |
| Move back between frames   | SHIFT+CTRL+TAB or F5        |
| Scroll toward the beginning of a document in larger increments.  | PAGE UP                     |
| Scroll toward the end of a document in larger increments.  | PAGE DOWN                   |
| Move to the beginning of a document.   | HOME                        |
| Move to the end of a document.   | END                         |
| Find on this page.   | CTRL+F                      |
| <b>*Refresh the current Web page.</b>  | F5 or CTRL+R                |
| Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same. | CTRL+F5                     |
| Find on this page.   | CTRL+F                      |
| Stop downloading a page.   | ESC                         |
| Go to a new location.  | CTRL+O or CTRL+L            |
| <b>*Open a new window.</b>   | CTRL+N                      |

|  |            |
|--|------------|
| Close the current window.                                | CTRL+W     |
| Save the current page.                                   | CTRL+S     |
| Print the current page or active frame.                  | CTRL+P     |
| Activate a selected link.                                | ENTER      |
| Open the Search bar.                                     | CTRL+E     |
| Open the Favorites bar.                                  | CTRL+I     |
| Open the History bar.                                    | CTRL+H     |
| In the History or Favorites bars, open multiple folders. | CTRL+click |

**Using Print Preview**

| To do this   | Press this      |
|--|-----------------|
| <b>*Set printing options and print the page.</b>                           | ALT+P           |
| Change paper, headers and footers, orientation, and margins for this page. | ALT+U           |
| Display the first page to be printed.                                      | ALT+HOME        |
| Type the number of the page you want displayed.                            | ALT+A           |
| Display the next page to be printed.                                       | ALT+RIGHT ARROW |
| Display the last page to be printed.                                       | ALT+END         |
| Zoom out.  | ALT+MINUS       |
| Zoom in.   | ALT+PLUS        |
| Display a list of zoom percentages.  | ALT+Z           |
| Close Print Preview.   | ALT+C           |