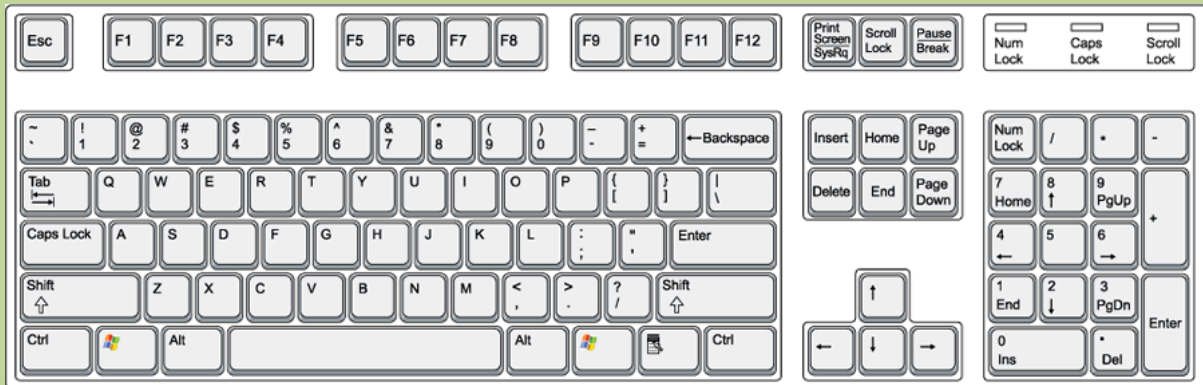


What are those extra keys on my Windows keyboard for?

There are roughly 50 keys on your keyboard that you use on a regular basis, but there are at least 104 total keys on your keyboard.



So, what are those other keys for?

Here is a list of the keys you may not be using that can make your computing life a lot easier – in no particular order.

- PRINT SCREEN (PRT SCR, PRNT SCR, etc.) – Located to the right of the F keys, the Print Screen button is handy for



capturing the contents of your entire screen onto the clipboard. After hitting Print Screen, you can click on EDIT->PASTE in almost any program and an image of the screen capture will come up on the screen. TIP: Holding ALT while hitting the Print Screen button will capture only the active window.



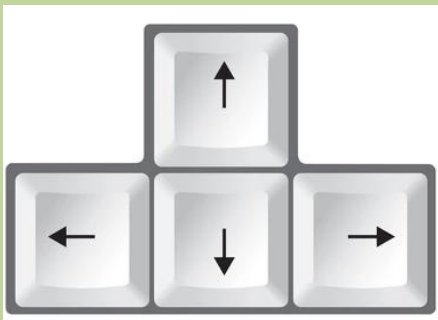
Escape key: used for any of various functions, as to interrupt or cancel the current process or running program, or to close a pop-up window.

The following examples show the action in a Microsoft Word Document. Other programs may be different.

- HOME/END – The Home and End keys are located in the little “six pack” of keys between the letter and number pads. Pressing Home will move the cursor to the beginning of the line. Pressing End will move the cursor to the end of the line. Pressing Ctrl + Home will move the cursor to the top of a document. Pressing Ctrl + End will do just the opposite and move the cursor to the end of the document.
- DELETE – The Delete key works like your Backspace key, but in the opposite direction. It deletes characters, spaces and returns to the right of the cursor.
- INSERT –The Insert key controls whether placing a cursor in the middle of a word or sentence will type over that area or insert what you have typed between the characters that already exist.
- PAGE UP/PAGE DOWN – In multiple page documents, moves the display up or down to the next or previous page.



- ARROW KEYS:



In a document, moves the cursor one place in the direction indicated. Holding down the CTRL key and pressing the left or right arrow moves the cursor to the next or previous word.

- Scroll Lock comes in handy for some types of programs, spreadsheets being the obvious example, and DOS. In Microsoft Excel, Scroll Lock lets you to scroll a spreadsheet with the arrow keys without moving the active cell pointer from the currently highlighted cell.
- Pause / Break. The Pause and Break keys were used in DOS and still function in the Command Prompt today. The Pause key is designed to pause a text-mode program's output – it still works in the Command Prompt window on Windows. When you press Pause, the output scrolling down your screen will stop.

THE FUNCTIONS KEYS: F1 – F12

- F1 – Will bring up your help screen. From the help screen you can look up topics and learn more about the program you are using. Ctrl + F1 – show / hide menu options (ribbon tool bar) in Excel and Word.
- F2 – Rename a File in Windows Explorer. Edit the active cell in Microsoft Excel.
 - Ctrl+F2 – Shows a print preview in Word
 - Alt + Ctrl + F2 - Open the document library in Microsoft Office
- F3 - No action in Word
 - Shift + F3 - Allows you to change the font state in Word, between upper and lower case letters.
- F4 - No action in Word

- Alt+F4 – Closes the Active Window
- F5 Refresh the Internet browser or the
 - F5 Start the slide show in PowerPoint
 - F5 Opens “Find and Replace” in Microsoft Office and other programs.
 - Ctrl + F5 Refresh the browser, also clearing the cache memory.
- F6 Places the cursor in the browser’s address bar
 - F6 Page turning in a split screen in Microsoft Word
 - Ctrl + Shift + F6 Allows you to easily switch between Word documents.
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- F7 Performs a spelling and grammar check in Word.
 - Shift + F7 Open the thesaurus
- F8 Select text in Word. Very erratic. Not recommended.
- F9 Update a Word document
 - F9 Send or receive e-mails in Outlook
 - F9 Recalculate formulas in Excel
 - F9 Opening a presentation in Corel Draw as if it were Microsoft PowerPoint
- F10
 - Ctrl + F10 Maximize the window in Microsoft Word
 - Shift + F10 Does the same as right click
- F11
 - F11 Activates/deactivates the “full screen” mode.
 - Shift + F11 Add a new spreadsheet in Excel
- F12
 - Open “Save As” in Microsoft Word
 - Ctrl + F12 Open a Word document
 - Shift + F12 Save a Word document
 - Ctrl + Shift + F12 Print a Word document