










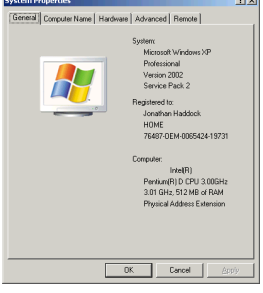



Shortcut keys (Windows)

This sheet is a list of shortcut keys, specifically ones that work in the *Windows* environment. They may work on other operating systems or in other applications.

General			
<u>Keys</u>	<u>Does?</u>	<u>Keys</u>	<u>Does?</u>
	Opens a context menu based on the selected item (picture, desktop, icon)	ctrl + A	Select all (icons or text)
ctrl + S	Save current (document, picture)	ctrl + O	Open
ctrl + P	Print		Opens Windows start menu
 + D	Shows the Desktop	 + F	Opens the find dialogue
 + L	Locks computer (XP onwards)	 + M	Minimises all
 + Shift + M	Un-minimises all	 + TAB	Cycles through the <i>task bar</i>
 + E	Open <i>Windows Explorer</i>	 + R	Open the <i>run</i> dialog
 + PAUSE	Open <i>System information</i>	ALT + TAB	Cycle through open programs
			
Word processing / Office			
ctrl + B	Embolden text	ctrl + I	<i>Italicise</i> text
ctrl + U	<u>Underline</u> text	ctrl + C	Copy text
ctrl + X	Cut text	ctrl + V	Paste text
ctrl + S	Save current (document, picture)	ctrl + A	Select all (icons or text)
ctrl + P	Print	ctrl + O	Open
ctrl + E	Centre text	ctrl + L	Left align text
ctrl + R	Right align text	ctrl + J	Justify text
ctrl + F	Find	ctrl + H	Find and replace
Microsoft Word			
ctrl+shift+L	Insert bulleted list	F12	Save As
F1	Help	F7	Spellcheck

Acknowledgements

Menu Key graphic: <http://www.openclipart.org> by: doctormo date:April 11, 2007 02:42 pm

Tasklist graphic (alt+tab) <http://en.wikipedia.org/wiki/Image:TaskList.png>