

## Personal Windows Shortcuts—Quick Reference

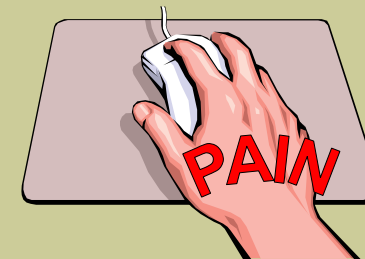
Key Combination	Program or Web Page
CTRL+ALT+A	
CTRL+ALT+B	
CTRL+ALT+C	
CTRL+ALT+D	
CTRL+ALT+E	
CTRL+ALT+F	
CTRL+ALT+G	
CTRL+ALT+H	
CTRL+ALT+I	
CTRL+ALT+J	
CTRL+ALT+K	
CTRL+ALT+L	
CTRL+ALT+M	
CTRL+ALT+N	
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CTRL+ALT+P	
CTRL+ALT+Q	
CTRL+ALT+R	
CTRL+ALT+S	
CTRL+ALT+T	
CTRL+ALT+U	
CTRL+ALT+V	
CTRL+ALT+W	
CTRL+ALT+X	
CTRL+ALT+Y	
CTRL+ALT+Z	

Are you taking regular breaks to help prevent RSI?  
Try Albion StopNow! See [www.rsiprevention.com](http://www.rsiprevention.com) for details.



## The Reluctant Mouser: A Guide to Windows Keyboard Shortcuts

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### Introduction

It's possible to do a lot of things in Windows without even touching the mouse. In fact, it's often a lot quicker to use the keyboard than it is to use the mouse.

But to make most effective use of the keyboard, you need to know the major Windows keyboard shortcuts.

This short publication can help you learn and remember the most useful Windows shortcuts. Experiment immediately after reading each section to remember what you've just learned.

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[www.rsiprevention.com/mouser](http://www.rsiprevention.com/mouser)

## Starting and Switching Between Programs...

If you have an old keyboard, you may not have the "Windows Logo" key on it required for some of these combinations. The Windows Logo key is denoted LOGO below:

Key Combination	Meaning
LOGO	Display/Hide Start menu
LOGO + M	"Manager" mode. Minimize all windows.
SHIFT + LOGO + M	Exit Manager Mode. Restore windows.
LOGO + E	Explore. Open Windows Explorer to browse files.
LOGO + F	Find. Open Windows Explorer to search for files.
LOGO + R	Run. Select a program to run, as in Start/Run...
LOGO + F1	Help. Search the windows Help Files.
ALT+TAB	Switch between running programs.
ALT+F4	Close the current program.
CTRL+F4	Close document within program (if applicable)

## Menus

Key Combination	Meaning
F10	Activate the menu in the current program.
ALT + Letter	Open menu with letter underlined.
→	Next menu to right, or open sub-menu.
←	Next menu to left, or close sub-menu.
ALT + SPACE	Show system menu for current window.

## Personal Program and Webpage Shortcuts

Did you know that you can use your own personal CTRL+ALT+Letter combinations to run commonly used programs or browse to specific web pages?

On the Start menu, choose the program of interest and "right click" it to get the Context menu. Select "Properties", and in the Shortcut Key field enter a letter. You can then use CTRL+ALT+Letter to open the program. Use the table on the back page of this booklet to keep track of which shortcut you assigned to each program.

You can also use this technique to assign shortcuts to web pages on the Favorites menu of Internet Explorer.

## Some Quick Tips for Avoiding RSI

Many people first start using keyboard shortcuts because of pains due to repetitive strain injury (RSI) in their hand, wrist, or arm. These tips may help you avoid the pain and speed your recovery.

1. Look at your hand position when you type or mouse. Your wrists should be nearly straight, and the keyboard/mouse should be at about the same height as your elbows.
2. Don't rest your wrists on sharp or hard edges when not typing.: use a wrist rest if your desk has sharp edges.
3. Take regular breaks. A five or ten minute break for every thirty minutes work will give your body the rest it needs to recover.

More RSI prevention tips can be found at:  
<http://www.rsiprevention.com/>

## Internet Explorer Shortcuts

Unfortunately when using Internet Explorer you are really at the mercy of the designers of the web pages you visit. However, the following shortcuts will still come in handy.

Key Combination	Meaning
Tab	Move forward through the items on the page, the address bar, and the Favorite Links bar.
SHIFT + Tab	Move backward through the items on the page, the address bar, and the Favorite Links bar
Enter	Follow selected link. Go to address.
Esc	Stop downloading the current page
F5 CTRL + F5	Refresh current page. Refresh current page (ignoring cached items).
ALT + Home	Go to my home page
ALT + →	Go to next page
ALT + ←	Go to previous page
Backspace	Go to previous page (except when filling in a form)
Home	Go to beginning of page
End	Move end of page
↑	Scroll towards beginning of document
↓	Scroll towards end of document
Page Up	Scroll quickly towards beginning of document
Page Down	Scroll quickly towards end of document
ALT + D	Go to address bar to enter new URL
F4	(In address bar). Show recently typed URLs
CTRL + F	Find an item on the page

You can use the menu shortcuts to access most of the other features. You can also assign shortcuts to individual web pages. See the next section for details.

## Moving Around Dialog Boxes

It's possible (and often quicker) to move around the options in a dialog box without taking your fingers off the keyboard.

Key Combination	Meaning
CTRL + Tab	Cycle forward through any tabs on a dialog.
CTRL + SHIFT + Tab	Cycle backward through any tabs on a dialog.
Tab	Cycle forward through dialog options.
(SPACE)	Toggle a check box
Arrow Keys	Select item in a group of options, Cycle through options in a list box.
F4	Display items in selected list box.
Enter	Press the selected button. If current option isn't a button, press the default button.
Esc	<b>Escape.</b> Cancel or close the dialog.
ALT + Letter	Select or toggle item with letter underlined in name.

## Moving Around Tree Views

If you know a few simple shortcuts it's possible to zip around tree views (such as that used in Windows Explorer) without touching the mouse once.

Key Combination	Meaning
↓	Go down
→	If current item can be expanded, expand it. Otherwise go to first entry in folder.
←	If current item expanded, collapse it. Otherwise go to parent item.
↑	Go up.
Home	Go to first item
End	Go to last item
(Letter or Number)	Go to next visible item beginning with letter or number.
F2	Rename item (if applicable)



## Viewing and Editing Text

It's more natural to edit text without taking your hands off the keyboard.

Key Combination	Meaning
CTRL + Insert	Copy selected text to clipboard
SHIFT + Insert	Paste text to clipboard.
CTRL + →	Move cursor to beginning of next word
CTRL + ←	Move cursor to beginning of previous word.
CTRL + ↓	Move cursor to beginning of next paragraph
CTRL + ↑	Move cursor to beginning of previous paragraph
CTRL + A	Select All. (Most programs)
Home	Move cursor to beginning of line
End	Move cursor to end of line
CTRL + C	Copy. (Most programs)
CTRL + X	Cut. (Most programs)
CTRL + V	Paste. (Most programs)
CTRL + Z	Undo. (Most programs)

If you press the SHIFT key with most of these combinations, you will select the text you move over.

Note that some combinations may not be implemented by all programs. They are Microsoft guidelines, rather than part of the operating system.