

# Useful key strokes

Not a comprehensive guide but some essential strokes that might be useful

For computer folks and their PC.  
Macs are very similar but use the 'apple' key instead of the control key (Ctrl)

## Keys


You can hold some keys down forever. By themselves they have no effect. They modify the key pressed when they are held down at the same time

**Ctrl** is control key

**Shift** is like the shift key on old typewriters. Often has a ^ symbol on it

**Alt** is the key marked Alt standing for *alternate* which gives another set of key options for the regular keys

## Action Keys

**Enter** - often has a  on the key or something similar

**Number lock, Num Lock or just Num** - allows some keys to work as a numeric pad (useful for entering budgets) or to navigate up and down. A little light will tell you if the keypad is in numeric or navigation mode.

**'F' or Function keys** - in the days before windows and the mouse we relied on the function keys to provide short cuts to do frequent tasks. They are programmed by the software so their function varies from package to package.

**F1** often calls up the help menu for the software you are using.

**F2** lets you rename a file.

**F3** will produce the file search dialogue.

**F5** is a useful update key if you are adding or moving files. Press F5 and the list will be updated to reflect the changes.

## Useful Combinations for Windows, PCs

<b>Ctrl A</b>	Selects all text or files in a browser		
<b>Ctrl Enter</b>	Selects one file without cancelling other selections in a browser		
<b>Shift Enter</b>	Selects a <b>continuous</b> block of files from previous selection but cancels any other selections in a browser		
<b>Ctrl Alt Delete</b>	Provides a possible escape route if the computer locks. Wait for the computer to respond - If you press it twice it might reboot.		
<b>Shift PrintScreen (or PrntScr)</b>	Stores <b>whole</b> screen image in clipboard. You can then paste it into a document		
<b>Alt PrintScreen (or PrntScr)</b>	Stores the <b>current</b> window (i.e. not the whole screen) in clipboard. You can then paste it into a document		
<b>Ctrl Alt C</b>	Produces ©		
<b>Ctrl Alt R</b>	Produces ®		
<b>Ctrl Alt T</b>	Produces ™		
<b>Ctrl + C</b>	<b>Copies marked items to clipboard</b>	<b>Ctrl + Z</b>	<b>Undo</b>
<b>Ctrl + V</b>	<b>Pastes contents of clipboard</b>	<b>Ctrl + Y</b>	<b>Redo</b>
<b>Ctrl + X</b>	<b>Deletes marked items</b>	<b>Ctrl + P</b>	<b>Print</b>
<b>Ctrl + N</b>	<b>Opens a new document</b>	<b>Ctrl + S</b>	<b>Save</b>

## Accents

<b>Press</b>	<b>To insert</b>
<b>Ctrl+` + the letter</b>	<b>Grave accent - À</b>
<b>Ctrl+' + the letter</b>	<b>Acute accent - Á</b>
<b>Ctrl+Shift+^ + the letter</b>	<b>Circumflex - Â</b>
<b>Ctrl+Shift+~ + the letter</b>	<b>Tilde - Ã</b>

Ctrl+Shift+:+ the letter	Umlaut - Ë
Ctrl+Shift+@+ the letter	Å
Ctrl+Shift+&+A	æ
Ctrl+Shift+&+O	œ
Alt+Ctrl+Shift+?	ı

## Spotty Keys

**Have you ever noticed that the keys with the letters F and J have a spot or some similar imperfection on them?** These help skilled touch-typists to relocate their fingers over the keys without taking their eyes off the work they are copying. Keyboards with a numeric section normally have a small imperfection on the central number 5 for the same purpose of relocating fidgeting fingers.

**Have you ever noticed that the keys on a phone and the numbers on a calculator are inverted?** The phone designers did their ergonomic research and got it right. It is easier to learn and to use a keypad when the numbers flow from top to bottom and left to right