

Basic Computer Skills Class

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Today: Keyboard Skills

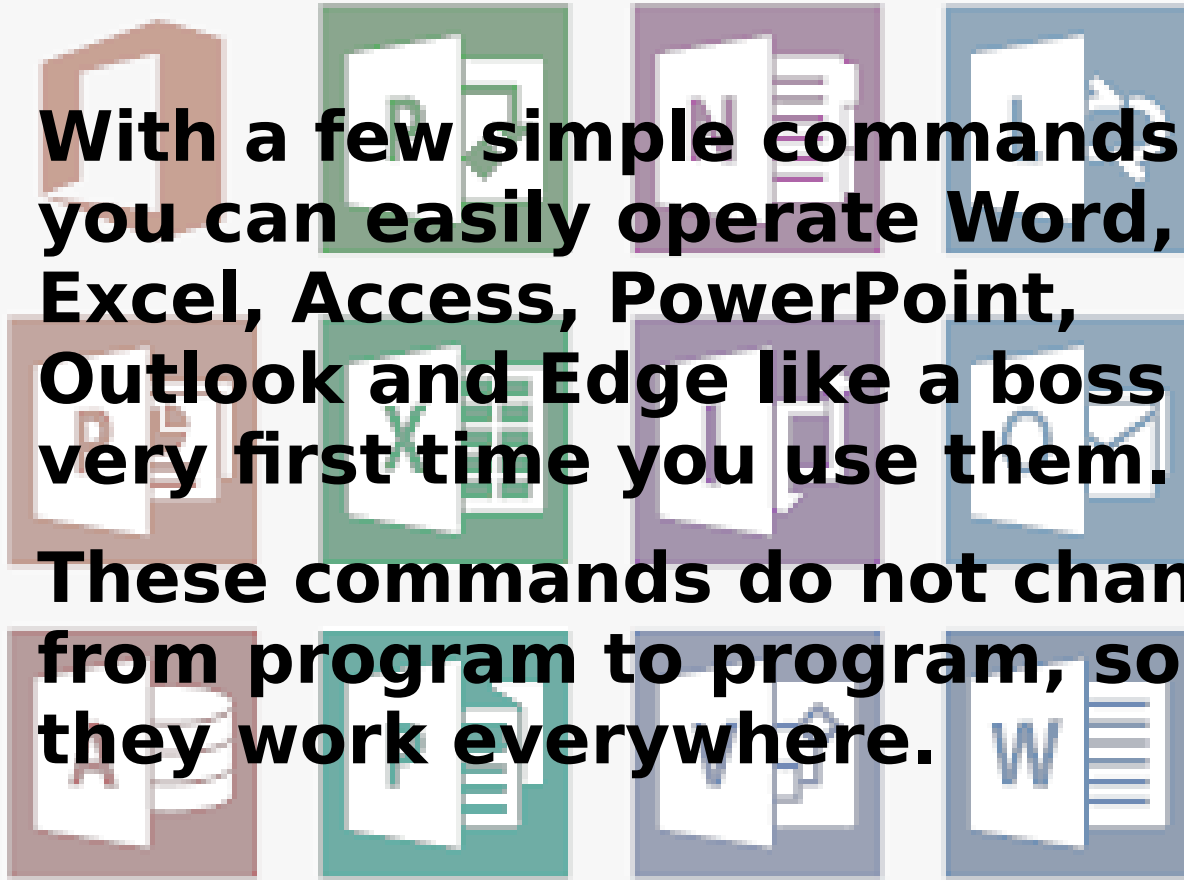
- Using the Keyboard to get around in Windows
- Keyboard combinations
- Function keys
- Key modifiers
- Keyboard Lifesavers

Why is this important?

- Could you land the plane?
- The most basic computer skill
- Touch typing is **not** important
- Confidence makes competence
- Ability to use **any** MS software!
- Get “unstuck” with ease

Learn **all** the programs, not one!
Microsoft is consistent AF.

- **With a few simple commands you can easily operate Word, Excel, Access, PowerPoint, Outlook and Edge like a boss the very first time you use them.**
- **These commands do not change from program to program, so they work everywhere.**



Keys that work **everywhere** in Microsoft

F1: Help

CTRL+ESC: Open Start menu

ALT+TAB: Switch between open programs

ALT+F4: Quit program

SHIFT+DELETE: Delete item permanently

Windows Logo+L: Lock the computer (without using **CTRL+ALT+DELETE**)

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+Z: Undo

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic



Windows
Logo Keys

Windows Key + []

Windows Logo: **Start menu**

Windows Logo+R: **Run dialog box**

Windows Logo+M: **Minimize all**

SHIFT+Windows Logo+M: **Undo minimize all**

Windows Logo+F1: **Help**

Windows Logo+E: **Windows Explorer**

Windows Logo+F: **Find files or folders**

Windows Logo+D: **Displays the desktop**

Windows Key + []

Windows Logo+L: Log off Windows

Windows Logo+P: Starts Print Manager

Windows Logo+C: Opens Control Panel

Windows Logo+V: Starts Clipboard

Windows Logo+K: Opens Keyboard Properties dialog box

Windows Logo+I: Opens Mouse Properties

Windows Logo+A: Starts Accessibility Options

Windows Logo+S: Toggles CAPS LOCK on and off

Windows Key + []

Windows Logo+TAB: Cycle through task bar buttons

Windows Logo+Break: System Properties dialog box