

BVCC General Meeting

August 8, 2022

"Windows Keyboard Shortcuts"

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Keyboard Shortcuts

- **Slides will be available on the BVCC website (<https://bvcomputerclub.com>) under Information → Presentations**



Keyboard Shortcuts

- **Combination of one or more keyboard keys that can invoke the same action as mouse movements and/or clicks**
- **Have been present in MS Windows for many years (with some changes)**
- **May be faster or more convenient than using a mouse (or as last resort if your mouse dies)**
- **What if my OS is not Windows? Many of the common shortcuts also work with a Linux desktop and may also work with MacOS.**
- **Individual applications may have their own unique shortcuts (GIMP, browsers, word processors, etc.)**

Keyboard Function Keys F1 - F12

- **Some of the short cuts use either a function key by itself or in combination with other keys**
 - On laptops these same keys may by default be used to control laptop hardware (speaker, mic, display, WiFi, etc.) and may require adding another key press to get F1 - F12.
 - On my laptop, the shortcut ALT+F4 becomes a 3-key combo Fn+ALT+F4 – more awkward to use
- **Some of the function keys and other keys like ESC may have special significance during the boot process depending on your computer hardware – these would be documented in the user manual for your computer.**

How to Find

- **Search (Google or Search in Windows) "Keyboard shortcuts in Windows"**

<https://support.microsoft.com/en-us/windows/windows-keyboard-shortcuts-for-accessibility-021bcb62-45c8-e4ef-1e4f-41b8c1fc87fd>

- Well over 100 – no one will remember or need all

- **Essential shortcuts – shorter lists of 10 - 30**

<https://www.windowcentral.com/best-windows-10-keyboard-shortcuts>

- **Menu lists and sub lists in various Windows apps will show the keyboard shortcut for a selection if one exists – very convenient as doing multiple mouse movements and clicks to do a sub menu selection over and over is exactly when you need a shortcut.**

Examples of Menus Showing Keyboard Shortcuts

Add text	
Back	Alt+Left arrow
Forward	Alt+Right arrow
Refresh	Ctrl+R
Save	Ctrl+S
Print	Ctrl+P
Cast media to device	
Send to your devices	>
Read aloud	Ctrl+Shift+U
Translate to English	
Rotate clockwise	Ctrl+]]
Rotate counterclockwise	Ctrl+[[
Web capture	Ctrl+Shift+S
Inspect	

Edge PDF Viewer

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Search images with Google Lens	
Create QR Code for this page	
Translate to English	
View page source	Ctrl+U
Inspect	

Chrome

Deluxe - jcedata17 - [Home]	
Tools	Home Bills Spending Investing Property & Debt
Account List	Ctrl+A
Add Account...	
Calendar	Ctrl+K
Alerts Center	
Manage Bill & Income Reminders	Ctrl+J
Manage Hidden Accounts...	Ctrl+Shift+M
Category List	Ctrl+C
Tag List	Ctrl+L
Security list	Ctrl+Y
Recategorize...	
One Step Update...	
One Step Update Summary	
Schedule Updates...	
Memorized Payee List	Ctrl+T
Write and Print Checks...	Ctrl+W
Reconcile an Account...	Ctrl+R
Online Center	
Online Payee List	
Address Book	
Calculator	
Password Vault	>
Quicken Bill Pay	>

Quicken

Trivial Shortcuts

- **Simple alternatives to mouse usage**
 - **TAB** – select next field or button in current window
 - **ENTER** - if a button is selected in active window, take the action of that button

Copy, Cut, Paste

- **Select all content (CTRL+A) – as an alternative for multiple mouse actions and key combinations**
- **Copy selected to clipboard (CTRL+C or CTRL+INSERT)**
- **Cut selected to clipboard (CTRL+X)**
- **Paste content from clipboard (CTRL+V or SHIFT+INSERT)**
- **Especially nice when working with both Win 10 and Win 11 as mouse right-click user interfaces for copy/cut/paste were changed in Win 11 to icons, but shortcuts are unchanged**

Recovering from Mistakes

- **Undo an action (CTRL+Z) – applications may allow multiple undoes up to some max**
- **Redo an action (CTRL+Y) – useful if you do UNDO too many times**

Deleting Selected Items

- **Delete Files or Folders and move to Recycle bin (CTRL+D or Delete)**
- **Delete the selected item(s) permanently, skipping Recycle (SHIFT+Delete) – asks you to verify permanent delete OK**
 - **Useful when need to delete a sensitive file that should not reside in Recycle Bin, or if the reason for deleting a file is to free up actual storage space**
 - **If a file being deleted is too large for the Recycle Bin (depends on Recycle Bin Properties), a regular delete will be converted to a permanent delete request, and you will be warned the file is too large to save in Recycle.**

Creation & Rename

- **Create a new folder on desktop or File Explorer (CTRL+SHIFT+N)**
- **Rename a selected item (F2)**



Closing Things

- **Close active window, or give shutdown box if no active window (Alt+F4) (gives a way to gracefully shutdown Windows if mouse is dead but still have keyboard)**
- **Close current task (ESC) – but some applications that allow a switch to full-screen display (like video players and PowerPoint slide show) just use this to exit full-screen mode.**

Various Other Task Controls

- **Switch between open apps (ALT+TAB)**
- **Open Action center (⊞Win+A)**
- **Open clipboard bin (⊞Win+V)**

Screenshots

- **Take screenshot and store in clipboard (PrtScn)**
- **Capture full screenshot in "Screenshots" folder (under Pictures) (Wkey+Prtscn)**
- **Capture part of screen with Snip & Sketch (Wkey+SHIFT+S)**
 - **Draw a rectangle with crosshair cursor around screen area to be captured – captured image placed in clipboard**
- **To save an image placed in clipboard, need an app that allows you to paste and save an image in some format; e.g., an image editor like GIMP or a document editor like MS Word or LO Writer**

Ways To Control Actions Without A Mouse

- **Selecting Menu options: F10 to Activate/Deactivate Menu bar of Active App and display sub menu of first Menu bar item**
 - Right-, left-arrows to navigate to other sub menu lists
 - Down-, up-arrows to select different sub menu items
 - Enter to act on selected item
- **Switching between open apps: CTRL+ALT+Tab to show thumbnail of open apps, right-, left-arrows to pick open app, Enter to make that app active**

Quick Open for Some Frequently Used Apps

- **Open Task Manager: CTRL+SHIFT+Esc**
- **Open Start: CTRL+Esc (or WindowsKey ⊞Win)**
- **Open File Explorer: ⊞Win+e**
- **Open Settings: ⊞Win+i**
- **Open/Close Quick Settings (WiFi, Bluetooth, etc.): ⊞Win+A**

Miscellaneous

- Display/Hide Desktop (or minimize/restore all app windows): **⊞Win+D**
- Quick peek at desktop: **⊞Win+**,
- Lock your PC: **⊞Win+L**
- Open Quick Assist (the Search in Taskbar): **⊞Win+Q**
- Open Task View (view of multiple desktops): **⊞Win+Tab**

- Open screen magnifier and zoom in: **⊞Win+Plus(+)**
- Screen magnifier zoom out: **⊞Win+Minus(-)**
- Close screen magnifier: **⊞Win+Esc**

Window Resize/Move

- Maximize active window: **⊞Win+UpArrow**
- Snap window to top half (W11): **⊞Win+Alt+UpArrow**
- Snap window to bottom half (W11): **⊞Win+Alt+DownArrow**
- Minimize active window: **⊞Win+DownArrow**
- Snap window to left half of screen: **⊞Win+LeftArrow**
- Snap window to right half of screen: **⊞Win+RightArrow**
- Move app window from one monitor to another:
⊞Win+Shift+RightArrow or **⊞Win+Shift+LeftArrow**

Application Specific

- **Find (allow entering search string) – Ctrl+F**
 - Doesn't work on desktop, but supported by many editing apps (MS Word, notepad...) and other apps that display text (web browsers, PDF document viewers, etc)