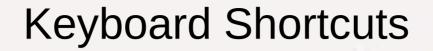
# **BVCC General Meeting**

August 8, 2022

"Windows Keyboard Shortcuts"

Joel Ewing



 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.

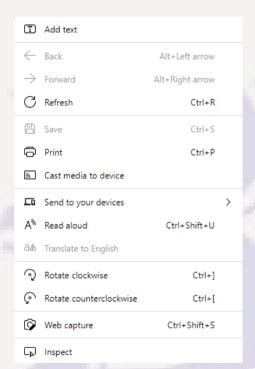
#### How to Find

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.windowscentral.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 Peluxe - jcedata 17 - [Home]

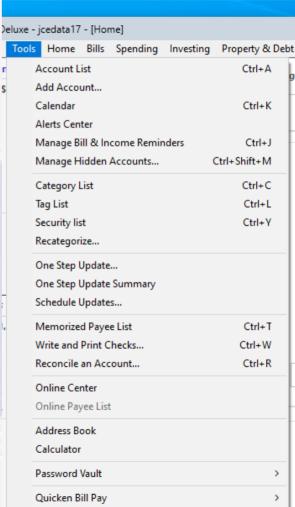


Edge PDF Viewer

	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

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.



- Switch between open apps (ALT+TAB)
- Open Action center (⊞Win+A)
- Open clipboard bin (田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: 
   <del>■</del>Win+DownArrow
- Snap window to left half of screen: 
   <del>■Win+LeftArrow</del>
- Snap window to right half of screen: 
   <del>■Win+RightArrow</del>
- 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)