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# Windows Keyboard Secrets

by Segwun EBooks

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
OK, the wit & wisdom of Bill Gates wasn't quite what you had in mind for a brand new Millennium? Fear not. Once you get past the "same-but-different" feel of Windows, you may discover that one of its key differences can actually be a great advantage: namely, the ability to accomplish just about anything using the keyboard. Of course, this isn't a bad skill to have in your **productivity** arsenal - you've got ten fingers, after all ... and only one mouse.

Still, many of those keyboard commands are shrouded in secrecy and obscurity, and aren't always the most intuitive besides. No problem. Just print out the compendium below and keep it close at hand. Soon, you'll be playing this brave new operating system like a piano.

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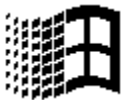
## Modifier keys

As a general rule of thumb:

Mac 		Windows 
Command  / Apple key	equals	Ctrl
Option key		Alt

This may be the biggest single difference you'll face, since the keys are transposed right to left relative to those on the Mac.

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## the Windows key

Found on the newer Windows 95-era keyboards, it bypasses the active application and communicates commands directly to the operating system.

<b>Windows key</b> (by itself):	calls up Start menu & taskbar [or Ctrl-Esc, if you're using an older keyboard]
<b>Win-M:</b>	Minimizes all windows (& shows desktop)
<b>Win-E:</b>	runs Windows <u>Explorer</u>
<b>Win-F:</b>	Windows file "Find" dialog

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Other, more obscure variations include ...

Win-C: Control Panels; Win-I: mouse properties; Win-P: Printers; Win-R: command-line Run; Win-V: show Clipboard



### the "Application" key (on newer Windows 95 keyboards)

calls up "context" menu; equivalent to right-clicking on an object  
various functions ... incl. ability to Cut/Copy/Paste files from one place to another ... change file Properties (e.g., make Read-only) ... send a file to a chosen application ... and other commands, depending on the situation

## Navigating Application windows & menus

(Shift-) <b>Ctrl-Tab:</b>	cycles through multiple document windows	
<b>Alt-letter:</b>	<p>opens application's pull-down menu e.g., <b>Alt-F</b> = <u>F</u>ile menu</p> <p>then, press underlined letter in menu item to complete the command e.g., <b>Alt-F, S</b> = <u>F</u>ile, <u>S</u>ave (this is in addition to the usual single-key shortcuts, such as Ctrl-S = Save)</p> <p>Also note that the cursor keys can "traverse" menus, left/right/up/down; Return or Enter to progress further; Esc to retreat one step; or press underlined letter to activate that menu command.</p>	
<b>Alt-spacebar:</b>	<p>accesses application menu e.g., <b>Alt-spacebar, N</b> = miNimize the current application; e.g., <b>Alt-spacebar, X</b> = maXimize the current application</p>	
<b>Alt-hyphen:</b>	accesses document menu (within parent application)	
<b>Alt-F4:</b>	quits & closes the current application or thread	

also, double-clicking on application's Title bar = toggles window size

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## Task Switching

One of the **great** underutilized but nicely implemented Windows secrets. Using just a few keys, you can quickly switch back & forth between any tasks that are running — without having to minimize windows, poke around in menus, etc.

<b>(Shift-)Alt-Tab:</b>	Hold down the <b>Alt</b> key, then tap the <b>Tab</b> key repeatedly ... then, when the icon for the desired task is highlighted, release the <b>Alt</b> key. (Note that you can use this to easily toggle back & forth repeatedly between two specific tasks). Using the <b>Shift</b> key at the same time cycles in the opposite order.
<b>Alt-Esc:</b>	Aborts an Alt-Tab in progress ... while still holding the <b>Alt</b> key, release the <b>Tab</b> key, then press <b>Esc</b> instead.

Note: You can still switch tasks even during "modal" dialog boxes.

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## Taskbar

The area (generally at the bottom of the screen) that shows what programs are currently running.



Change its **Properties** by right-clicking in a blank area of the Taskbar.

**Resize it** (i.e., to more than one row) by clicking & dragging on its inside edge (i.e., the top edge, if it's at the bottom of the screen).

**Move it** by clicking a blank area in the body of the taskbar, and dragging it (to a different edge of the screen).

**Send a file** to an application that's already running ... by dragging the file icon (from the desktop or an open folder/Explorer window) to the application's button on the Taskbar ... wait a moment for the application to open ... then, still holding on, drag the mouse pointer to the opened application window, and let go.



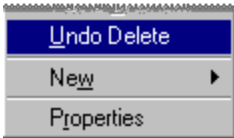
[Note: You can also customize the **Start Menu** itself by right-clicking on the Start button, and choosing Open or Explore; or directly, via the C: \ Windows \ Start Menu directory.]



## Windows Explorer

A method of looking at file listings across the system, it uses a split window approach to displaying directories and files.

<b>Windows key + E:</b>	runs Windows Explorer (from anywhere)
[numeric keypad] +, *, - :	expand, expand all, collapse listing (for a drive or file directory in the left-hand pane)

<b>(Shift-)Tab:</b>	selects other pane
<b>Return/Enter:</b> (in right-hand pane)	opens highlighted directory
<b>Backspace:</b>	moves up to parent directory
<b>F5:</b>	forces file listings to refresh and resort (i.e., if they didn't update immediately after changes)
<b>View &gt; Options:</b>	various choices on how to display files, extensions, etc.; and lets you specify the default application launched for various file types
<b>Alt-Return/ Enter:</b>	calls up selected file's Properties dialog (equivalent to Mac's "Get Info" box)   e.g., <b>Alt-Enter</b> , then <b>R</b> : toggles Read-only status (also works for multiple selected files at once)
<b>Ctrl-X, Ctrl-C, Ctrl-V:</b>	cuts / copies / pastes file(s) from one place to another
<b>Edit &gt; Undo</b> or Ctrl-Z:	to Undo the last file operation (copy / move / rename / delete):   ... or right-click on the Windows desktop, and choose from the pop-up menu: 

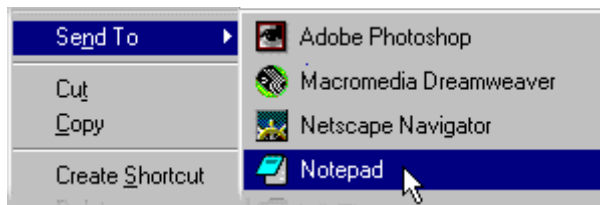
Note: You can run multiple instances of Explorer at the same time.

## Copying / Moving / Opening files

... to **copy** or **move** file(s), or create a **shortcut**:  
**right-click** and, still holding down the mouse  
button, drag & drop file(s) to their destination — to  
get a pop-up menu of copy / move / shortcut  
choices.



... if you want to **open a file** using a different application than its usual one, you can right-click on it and "Send To" the application of your choice. (You can customize this pop-up list by placing shortcuts [i.e., aliases] into the *C: \ Windows \ SendTo* directory.)



... files can be also be **opened** by dragging and dropping their icon(s) directly into most application windows.

### misc. Function Keys





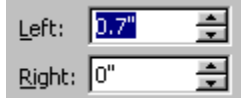
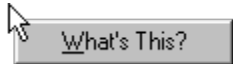
<b>F1:</b>	Help (often context-sensitive)
<b>F2:</b>	Rename selected file or folder (can also use to copy text from, or paste it into, a file/folder name or portion thereof) ... ESC to cancel
Print Screen key:  <b>Alt-Print Screen key:</b>	copies screen shot of entire screen to Clipboard  copies screen shot of active window to Clipboard

### Navigating / Manipulating Text

<b>Ctrl-Insert, Shift-Delete, Shift-Insert:</b>	alternatives for Copy, Cut, Paste
<b>Home/End; Ctrl-Home/ End:</b>	jumps to beginning/end of line; jumps to beginning/end of document
<b>Ctrl-left/ right arrow:</b>	skips to the beginning of previous/next word
<b>Ctrl-up/ down arrow:</b>	skips to the beginning of previous/next paragraph

<b>Shift-</b>	in combination with one of the above (and/or with one of the four arrow keys), highlights the intervening section of text
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## Dialog boxes

<b>(Shift-)Tab:</b>	moves cursor to previous/next field	
<b>(Shift-)Ctrl-Tab:</b>	cycles through tabbed dialog pages (also, sometimes Ctrl-PgUp/PgDn):	
<b>Spacebar:</b>	presses selected button, or toggles checkbox	
<b>Alt-down arrow:</b>	opens selected drop-down list box; use cursor keys (up/down/PgUp/PgDn) to select (or, for text values, type in first letter) ; then Enter/ Return to accept	
arrow keys:	selects radio button	
up/down arrow key:	increments/decrements "spin" box (or you can type in numeric value)	
<b>Right-click</b> (on buttons, checkboxes, etc.):	context help	


Note: You can perform many standard file operations (copying, moving, renaming, etc.) from within any file dialog box (e.g., Open, Save As) — by right-clicking; using Ctrl-X/C/V; pressing the F2 key; dragging icons; etc.

## Other miscellaneous tips ...

... if in doubt, try **right-clicking** on it; or pressing **F1** for Help.

... windows can be **resized** from any direction (any of 4 sides or 4 corners).

... **file names** can be up to 235 characters long.

... **Recycle bin**  : you can "empty" (delete) files selectively, rather than en masse.

... a file's **extension** (for example, ".txt") tells the OS what type of file it is, and therefore, what application is usually used to open it. When renaming files, you'll normally want to leave this intact. (In the MacOS, this information is hidden. You can hide file extensions in Windows as well, by using the Explorer's View options.)



... **Ctrl-Alt-Delete** (the famous "three-fingered salute" to reboot the system)

Note: when the system is running, Ctrl-Alt-Delete can also be used to "**force quit**" an individual application, by choosing "End Task" from the resulting dialog box.

... to **Shut Down**: press the Windows key, select "Shut Down", and follow the dialog prompt.

... have fun!

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