

# Computer Tips

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## Michael's Computer Services

### Keyboard Shortcuts

Those of our readers who use their computer frequently know that efficiency while at their computer means better productivity. One way to accomplish this is using keyboard shortcuts. Using a key or combination of keys on your keyboard saves stopping and reaching for the mouse each time you want to change a font, open a new window, or put something in bold. Below are some common keyboard shortcuts for Windows, that will save you time and ensure using your PC is more enjoyable.

**F1:** Help

**CTRL+ESC:** Open Start menu

**ALT+TAB:** Switch between open programs

**ALT+F4:** Quit program

**CTRL+C:** Copy

**CTRL+X:** Cut

**CTRL+V:** Paste

**CTRL+Z:** Undo

**CTRL+B:** Bold

**CTRL+U:** Underline

**CTRL+I:** Italic

**F5:** Refreshes the current window.

**CTRL+A:** Select all the items in the current window

**CTRL+Left Mouse:** Select multiple items at once

**SHIFT+Left Mouse:** Select all between first click and last click

**F2:** Rename the selected item

**SHIFT** when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

All the shortcuts below relate to using Internet Explorer.

**CTRL+E:** Open the Search bar

**CTRL+F:** Start the Find utility

**CTRL+H:** Open the History bar

**CTRL+I:** Open the Favorites bar

**CTRL+N:** Start another instance of the browser with the same Web address

**CTRL+P:** Open the Print dialog box

**CTRL+R:** Update the current Web page

**CTRL+W:** Close the current window

**CTRL+ALT+DEL:** Shows end task window if program is not responding

**F8:** Enters Safe Mode menu when pressed during PC startup

All the above shortcuts will work with Windows 98 through to Windows Vista, although most will also work with Windows 7

Speaking of Windows 7, there are no shortcuts if you forget your profile password. In Windows 98, ME, & XP, if you forgot your password, you could login through the Administrator profile, and reset the password from here. But with Windows 7, if you forget your profile password, it is a time-consuming and expensive process to get around the profile security, not to mention the possibility of losing your data and hard work. If you have a login password for Windows 7, make sure you write it down, and keep it in a safe place.

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