QUICK KEYBOARD SHORTCUTS

Keyboard shortcuts are an easy way to boost the effectiveness in everyday tasks. Studies have found that making use of keyboard shortcuts can have substantial time saving and health benefits.

In fact, it generally takes half the time to issue a command using a keyboard shortcut as it does to use the mouse (Lane, Napier, Peres & Sandor). As people spend more and more time dedicated to computer tasks, just imagine the hours in saved time you could accumulate and use to focus on other things.

In addition, a study found that computer users reported less musculoskeletal discomfort when using a keyboard rather than the mouse (Jorgenesen, Garde, Laursen & Jensen, 2002).

Start experiencing the rewards of keyboard shortcuts by getting into the habit of using them today. Here is a selection of useful ones to get you started:

Most popular keyboard shortcuts

According to a recent Pitstop survey, the top ten most popular keyboard shortcuts are:

1. Ctrl+C – Copy 2. Ctrl+V – Paste
3. Ctrl+Z – Undo
4. Ctrl+X – Cut
5. Ctrl+A – Select all
6. Alt+Tab – Change active window
7. Alt+F4 – Closes active window
8. Windows+D – Windows Desktop
9. Windows+M – Minimise all windows
10. Windows+E – Opens Windows Explorer

More 'must know' time saving keyboard shortcuts:

• Windows+L - Lock your computer
• Shift+Delete - Deletes an item immediately without placing it in the Recycle Bin
• F1 - Activates Windows Help
• F10 - Activates menu bar option
• Ctrl+Esc - Opens the Start menu (use the ARROW keys to select an item)
• Ctrl+Shift+Esc - Opens Windows Task Manager
• Alt+Space - Displays the main window's System menu (from the System menu, you can restore, move, resize, minimise, maximise, or close the window)
• Alt+F4 - Closes the current window
• Shift+Windows+M - Undo minimise all
• Windows+F - Find files or folders
• Ctrl+F3 - Changes highlighted text into CAPITALS

For more ways to improve your efficiency and productivity join us at the Chamber's Vital Training computer courses.

*Information sourced from:

• www.pcpitstop.com
• www.microsft.com

• Lane, Napier, Peres, & Sandor, The failure to Make the Transition from Menus and Icon Tool Bars to Keyboard Shortcuts. International Journal of Human Computer Interaction.

• Jorgensen, Garde, Laursen & Jensen (2002). Using Mouse and Keyboard Under Time Pressure: Preference, Strategies and Learning. Behaviour and Information Technology.

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