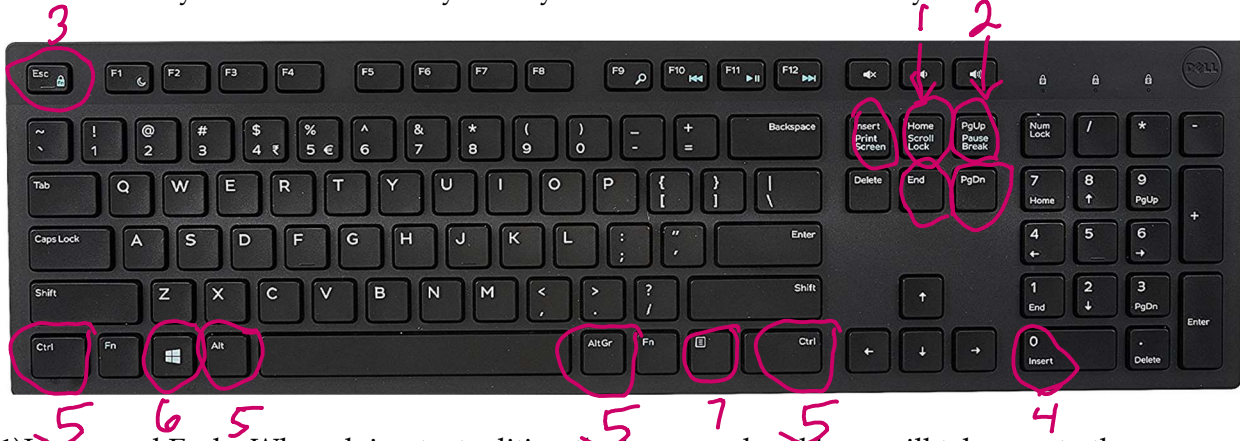


Windows Tips and Tricks

What Are All Those Extra Keys on Your Keyboard?

There are a lot of extra keys on your keyboard. Some of them are actually left over from the earliest days of computing such as Break and Scroll Lock but there are many useful keys beyond the alpha numeric keys we usually use. If you have a laptop you may not have standalone keys for all of these so you may have to use the function key to activate them.




1) Home and End - When doing text editing the home and end keys will take you to the beginning or end of your line. When modified with the Ctrl key they will take you to the beginning or end of your document.

2) PgUp and PgDn - These keys that will move you up or down one screens worth of contents instead of using the scroll bar.

3) Esc or Escape key - The escape key is used to break out of something you are in. A frequent use of the escape key is when watching a video in full screen to return to a regular screen. It can also get you out of a menu you didn't want to be in.

4) Insert - Normally when you a typing and realize you left something out you just position your cursor and start typing and it inserts your new text at that point. If you want to type over your existing text the insert button will toggle that function off and permit you to type over existing text. Hitting Insert again will toggle back to insert mode.

5) Ctrl and Alt - There are two of each on opposite sides of the spacebar. These keys are similar to the shift key in that they modify the value of another key. For example, holding down the Ctrl key and hitting the letter V will paste whatever is on the clipboard into your work. Alt + Tab will switch you between open programs.

6) Windows key - When used by itself the Windows key  opens your menu but there are many things you can do when you use it as a modifier such as win + e to open the file explorer. See a list of things the Windows key can do here:

<http://donna.members.sonic.net/Windows%20Tips%20and%20Tricks%20Intro.pdf>

7) Properties Key  - Works like a right click. Select something and hit the properties key to get the properties for that thing.