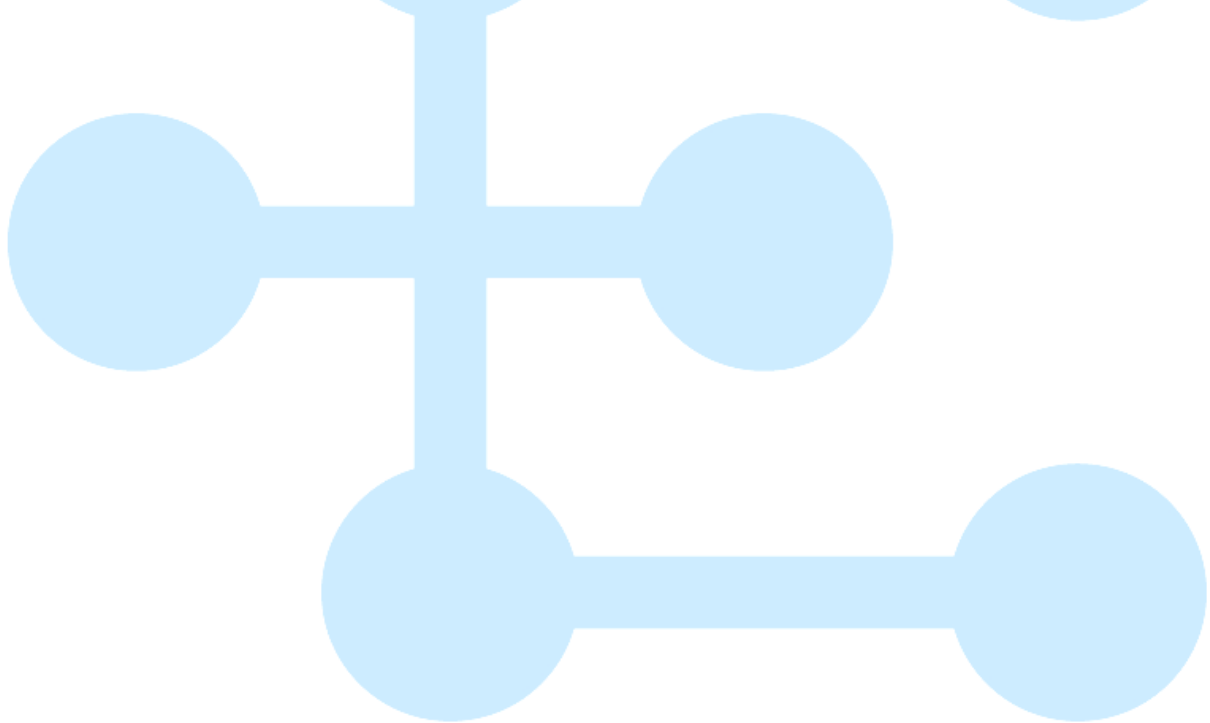


SHORTCUT KEYS FOR MICROSOFT WINDOWS	
SHORTCUT KEY COMBINATION	FUNCTION
F8 (during boot)	Holding F8 when booting displays the Windows Boot Menu
SHIFT (during boot)	Holding SHIFT down when booting forces Windows into Safe Mode
CTRL + ALT + DEL	Displays the Task Manager or Windows Security dialog box
ALT + TAB	Static rotate forward between currently open applications
ALT + SHIFT + TAB	Static rotate backward between currently open applications
WINDOWS KEY + TAB	Live view rotate forward between currently open applications
WINDOWS KEY + SHIFT + TAB	Live view rotate backward between currently open applications
ALT + ESC	Rotates through currently open applications in the order they were started
ALT + PRINT SCREEN	Sends a screen shot of the current application to the Windows clipboard
CTRL + ESC	Displays the Windows Start Menu (same as with the Windows Key)
CTRL + + (on numeric keypad)	Resize column to size of longest item in Windows Explorer details view
SHIFT + *	Opens folder currently selected in Windows Explorer and all sub-folders
F1	Displays the Help window for the current application
F2	Renames currently highlighted object
F3	Displays the Windows Search dialogue
F4	Positions cursor at the Address Bar in Windows & Internet Explorer
F5	Refreshes contents in Windows & Internet Explorer
ALT + F4	Closes current application
CTRL + F4	Closes currently open window in current application
CTRL + Z	Reverses last made change(s) in current document or field
ALT + ENTER	Opens the properties dialogue for the currently highlighted object
SHIFT + F10	Displays the context menu (same as with the Application Key or right mouse click)
SHIFT + DEL	Deletes objects directly, does not send them to the Recycle Bin
SHIFT (inserting CD/DVD)	Holding SHIFT when inserting a CD or DVD prevents auto-play
SHIFT (selecting objects)	Holding SHIFT down while selecting objects selects objects inclusively
CTRL (selecting objects)	Holding CTRL down while selecting objects selects objects individually
WINDOWS KEY + D	Minimizes all open windows and displays the desktop (using this combination again restores all minimized windows)
WINDOWS KEY + TAB	Cycles through open applications via the taskbar
WINDOWS KEY + E	Starts Windows Explorer to browse local computer
WINDOWS KEY + F	Displays the Windows Search dialogue

WINDOWS KEY + CTRL + F	Displays the Windows Search for Computers dialogue
WINDOWS KEY + F1	Displays the Microsoft Windows Help window
WINDOWS KEY + L	Locks the computer
WINDOWS KEY + M	Minimizes all open windows
WINDOWS KEY + SHIFT + M	Restores all windows minimized using WINDOWS KEY + M
WINDOWS KEY + R	Displays the Run dialogue
WINDOWS KEY + U	Displays the Windows Utility Manager
WINDOWS KEY + PAUSE	Displays the Windows System Properties dialogue



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GENERIC APPLICATION SHORTCUT KEYS

(available to most Windows applications)

SHORTCUT KEY COMBINATION	FUNCTION
F1	Displays the current application's Help window
CTRL + A	Selects all text in current document
CTRL + B	BOLD highlighted text
CTRL + I	<i>ITALICIZE</i> highlighted text
CTRL + U	<u>UNDERLINE</u> highlighted text
CTRL + X	Cuts (deletes) all highlighted text
CTRL + C	Copies all highlighted text to the Windows clipboard
CTRL + V	Pastes contents of Windows clipboard into current document at cursor position
CTRL + K	Insert hyperlink
CTRL + P	Displays the print dialogue
CTRL + Z	Undo last action
CTRL + Y	Repeat last action
ALT + E	Opens the EDIT menu in the current application
ALT + F	Opens the FILE menu in the current application
SHIFT + INS	Pastes contents of Windows clipboard into current document
HOME	Positions cursor at beginning of current line
CTRL + HOME	Positions cursor at beginning of current document
END	Positions cursor at end of current line
CTRL + END	Positions cursor at end of current document
SHIFT + HOME	Selects all text from current position to beginning of current line
SHIFT + END	Selects all text from current position to end of current line
CTRL + LEFT ARROW	Moves cursor to the left one word at a time
CTRL + RIGHT ARROW	Moves cursor to the right one word at a time

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INTERNET EXPLORER SHORTCUT KEYS

SHORTCUT KEY COMBINATION	FUNCTION
ALT + HOME	Opens Home Page
ALT + LEFT ARROW	Rotates backward through previously viewed websites
ALT + RIGHT ARROW	Rotates forward through previously viewed websites
SPACEBAR	Moves down the current page one screen at a time
SHIFT + SPACEBAR	Moves up the current page one screen at a time
F11	Toggles between full screen and normal views
ESC	Ends download of current page or file
CTRL + ENTER	Automatically completes an URL (eg: Type elmcomputers in ADDRESS BAR, press CTRL + ENTER to format to http://www.elmcomputers.com)
CTRL + N	Opens new browser window
CTRL + P	Prints the current page or frame
CTRL + Mouse Wheel Up	Increase text size
CTRL + Mouse Wheel Down	Decrease text size

INTERNET EXPLORER 7 SHORTCUT KEYS

SHORTCUT KEY COMBINATION	FUNCTION
CTRL + LEFT MOUSE BTN	Open a link in a new background tab
ALT + ENTER	Open a new tab from the Address Bar
CTRL + TAB	Rotate forward through tabs
CTRL + W (or CTRL + F4)	Close current tab
CTRL + <i>Number</i>	Switch to a specific tab (numbered from left to right)
CTRL + Q	Open Quick Tabs (thumbnail view of all tabs)
ALT + N	Give focus to Information Bar
ALT + D	Give focus to Address Bar
CTRL + E	Give focus to Toolbar search box
ALT + ENTER	Open your search query in a new tab
CTRL + DOWN ARROW	Show the search provider menu
ALT (or F10)	Toggle display of Menu Bar