

RHP Computer Applications Class

Keyboard Shortcuts in Windows

Name _____



Applications written for Windows (98, XP, Vista, and Windows 7) include certain keyboard shortcuts that are the same in all programs, as well as in the system. The ones that are included in today's assignment are Alt-F4, Ctrl-Esc, Ctrl-A, Ctrl-C, Ctrl-X, Ctrl-V, Alt-Tab, Ctrl-Alt-Del, Alt-spacebar, and Ctrl-Z.

For this assignment, download and open the accompanying Word Document (2-1A) and use Word to fill out the answers (type them in using Word). You will then email me that document at rhp@denovodental.com. The subject line is **compapp 2-1 lastname**.

1. Close any open applications so that only the desktop is visible. To use a shortcut, hold down the first key while pressing the second key. If there are three keys involved, hold down the first and second key and press the third key. Describe what each shortcut listed below does.

Shortcut	Action
Ctrl-Esc	
Ctrl-Alt-Del	
Esc	
Alt-F4	
Esc	

2. Click on **My Computer** (or just **Computer** in Windows 7). In the window, find your system folder (*name KYL1 [or something like that]*). Double-click on that folder to open it. Next, describe what each shortcut key does:

Shortcut	Action
Ctrl-A	
Alt-F4	

3. Open WordPad (in accessories). Type a sentence or two. Describe what each shortcut does.

Shortcut	Action
Alt-Spacebar	
Esc	
Ctrl-A	
Ctrl-C	Copies to clipboard
Ctrl-X	
Ctrl-V (three times)	

Go to the end of the document and type in another sentence.

Shortcut	Action
Ctrl-Z	
Ctrl-Z	
Alt-Spacebar	
N	

Next start the Notepad program (under accessories).

Shortcut	Action
Alt-Tab	

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Alt-F4	
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You will save yourself a lot of time if you learn these shortcuts. It keeps you from switching from your keyboard to the mouse, which has been shown to be the largest factor in slowing productivity using Windows. Also, most of these shortcuts will work in any Windows application.

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