

Shortcuts November 1st, 2005

Windows Shortcuts

- Ctrl + c = Copy
- Ctrl + v = Paste
- Ctrl + a = Select All
- Ctrl + z = Undo
- Use lasso with Ctrl - Select / Deselect
- Delete
- ESC (To get out of Full Screen)

Acrobat Shortcuts

- **Home** on the keyboard (Home Page)
- **End** on the keyboard (Last Page)
- Windows / **Full Screen 6.0**
- or View / **Full Screen** (Ctrl L) <5.0.
- **Ctrl + minus** = Zoom Out
- **Ctrl + plus** = Zoom In.
- Hit **ESC** to get back to Normal view.

Function Keys

Win2K Keyboard Shortcuts - WinXP Keyboard Shortcuts

- F1 Help
- F2 **BIOS** set up during Start Up
- F5 Refresh
- **F8** Press F8 during Start Up: Last Known Good Configuration
- F12 Boot Menu (Image / Ghost)
- Fn / F8 (CRT)
- Fn / F7 (Font) fixes black band around screen
- Fn / (Sound Up / Down / Mute)



Word – Power Point Shortcuts

- Ctrl + Home – First Page
- Ctrl + End – Last page
- Ctrl + Arrow Keys (Precise positioning of objects)
- Ctrl + Drag an object duplicates object.
- Shift + pulling a line. (Keeps line straight)
- Alt + pulling a line. (Keeps angled lines straight)
- Shift + pulling a circle. (Keeps circle perfectly round)
- Shift + pulling a rectangle. (Makes perfect square)
- Use lasso with Shift - Select / Deselect Objects.

Visio

Shift + Ctrl

- **Left** click Mouse **Zoom – In**
- **Left** hold while dragging selection net **Zoom – In**
- **Right** click Mouse **Zoom – Out**
- **Right** hold to **pan** drawing page
- **Scroll Wheel** does both **Zoom In & Out**

Ctrl + Drag an object, duplicates the object.

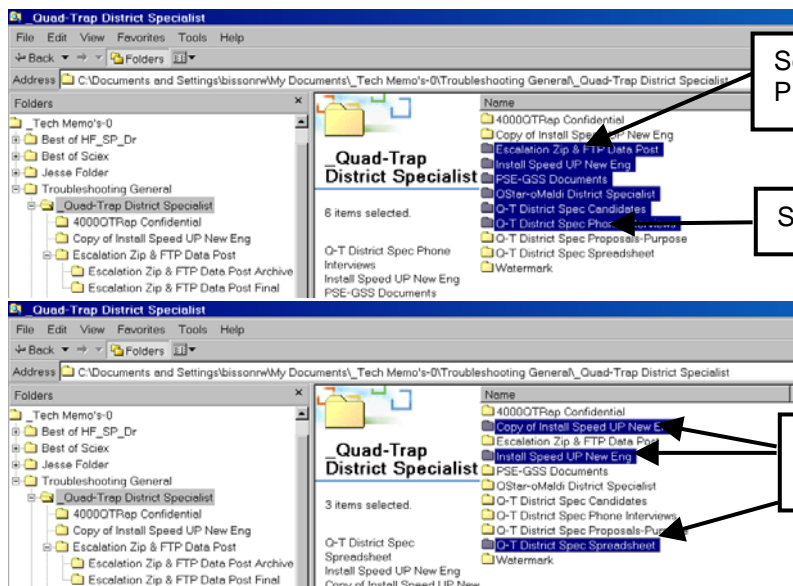
Ctrl + w Zoom Out for page view

F2 – Open Text Box

F5 – Full Screen View

Lock Ups (Program or Computer)

- Ctrl – Alt – Delete (during lock up)
- Click **Task Manager**
- **Application** Tab
- Highlight “**Locked up program**”
- Click **End Task**
- Click **End Now (if prompted)**



Select the **First** file to begin selection. Press the **Shift** key.

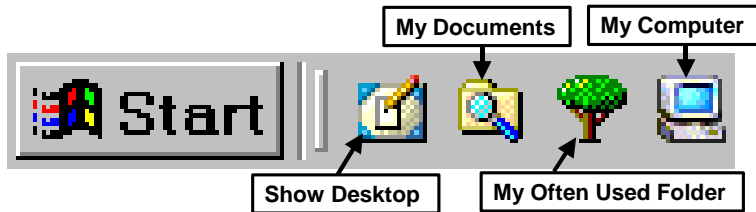
Select the **Last** file to end selection.

With your finger on the **Ctrl** key select or deselect individual files or folders.

Speed Tricks - Get a mouse with a Scroll Wheel.

Explore

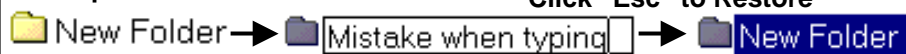
- Use **Ctrl + E** to Explore (My Computer)
- Use **Task Bar** to Launch Programs
- Use **Toolbars**. (One click Exploring)
- Use Search (*.tmp) or (*.bmp) etc...
- Use **Show Desktop** icon in Task Bar
- Use **Ctrl + M** to minimize all. Same as **Show Desktop**.
- Use **Folder Shortcut** in Task Bar. i.e. "Tree Icon" one click opens folder.
- Use **Send To** for backups.



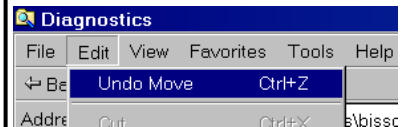
"Esc" to Restore Folder or File Name

Click "Esc" the Escape key to restore a folder or file name.

Example



Undo Move for Files & Folders

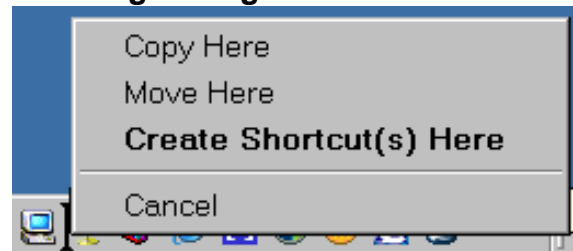


E-Mail

Attach to E-Mail - Click Attach:

- Single click twice with Pause in between.
- Select text name - **Ctrl + c**.
- Double click to **Attach**.
- Click into **E-Mail Subject Line** - **Ctrl + v**.
- **Paste attachment file name** in Subject line.

Right Drag with Mouse



Word & Power Point

- **Ctrl + s** = Save
- Use **Prnt Scrn** or **Alt + Prnt Scrn**. (Print Screen / Screen Shots)
- Use **Paste Special** (Unformatted Text) or (Bitmap)
- Explore from inside programs. i.e. Open from Word and explore.
- Use **Work Menu** in Word. **Ctrl + Alt + Minus** to remove.
- Use **Templates & Wizards** (Avery Label Wizard).
- Use **Insert / Symbol**: Normal, Webdings, Wingdings etc...
- Use **lasso** with **Shift** (Select / Deselect).

Remove Task Bar Shortcuts next to Clock

For 98, 98SE, ME, and XP

Start / Run / **MSCONFIG**

For Win 95 & 2000

Download Startup Control Panel

Start / Settings / Control Panel / **Start Up**.

TCP/IP Troubleshooting

- Start / Run / cmd
- Ping 127.0.0.1 (Check TCP/IP Software)
- Ping www.rogerbisson.com (Ping Web Site)
- Ping 192.168.1.103 (Example Only - Ping NAT IP Address)
- ipconfig or ipconfig/all (Get MAC Address and more ...)

Web Surfing

- Use Google Toolbar with Pop Up Stopper & Auto Fill.
- Use Copy and Paste from web pages & "Find (on this page)".

Remote Access (Use a computer other than your own to access the following)

- Lotus Notes - **E-Mail** (Click Lotus Notes Web Mail)
- FTP Site - <ftp://ftp.pbio.com/>
- Lotus Databases - **Knowledge Databases**
- Expenses - **Expense eXpert**
- Travel - **Amex Corporate Travel Online**
- E-Mail Services - **Mail2Web, Mail Start**