

## **HANDOUT on basic computing.**

### Microsoft Windows system key combinations

F1	Help
CTRL+ESC	Open Start menu
ALT+TAB	Switch between open programs
ALT+F4	Quit program
SHIFT+DELETE	Delete item permanently
Windows Logo+L	Lock the computer (without using CTRL+ALT+DELETE)

### **Windows program key combinations**

CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+Z	Undo
CTRL+B	Bold
CTRL+U	Underline
CTRL+I	Italic

### **Mouse click/keyboard modifier combinations for shell objects**

SHIFT+right click	Displays a shortcut menu containing alternative commands
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SHIFT+double click	Runs the alternate default command (the second item on the menu)
ALT+double click	Displays properties
SHIFT+DELETE	Deletes an item immediately without placing it in the Recycle Bin

### General keyboard-only commands

F1	Starts Windows Help
F10	Activates menu bar options
SHIFT+F10	Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
CTRL+ESC	Opens the Start menu (use the ARROW keys to select an item)
CTRL+ESC or ESC	Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
CTRL+SHIFT+ESC	Opens Windows Task Manager
ALT+DOWN ARROW	Opens a drop-down list box
ALT+TAB	Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
SHIFT	Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
ALT+SPACE	Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
ALT+- (ALT+hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)
CTRL+TAB	Switch to the next child window of a Multiple Document Interface (MDI) program
ALT+underlined letter in menu	Opens the menu
ALT+F4	Closes the current window or program
CTRL+F4	Closes the current Multiple Document Interface (MDI) window



F6	Moves among panes in Windows Explorer
CTRL+Z	Undo the last command
CTRL+A	Select all the items in the current window
BACKSPACE	Switch to the parent folder
SHIFT+click+Close button	For folders, close the current folder plus all parent folders

### Windows Explorer tree control

Numeric Keypad *	Expands everything under the current selection
Numeric Keypad +	Expands the current selection
Numeric Keypad -	Collapses the current selection.
RIGHT ARROW	Expands the current selection if it is not expanded, otherwise goes to the first child
LEFT ARROW	Collapses the current selection if it is expanded, otherwise goes to the parent

### Properties control

CTRL+TAB/CTRL+SHIFT+TAB	Move through the property tabs
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### Accessibility shortcuts

Press SHIFT five times	Toggles StickyKeys on and off
Press down and hold the right SHIFT key for eight seconds	Toggles FilterKeys on and off
Press down and hold the NUM LOCK key for five seconds	Toggles ToggleKeys on and off
Left ALT+left SHIFT+NUM LOCK	Toggles MouseKeys on and off

Left ALT+left SHIFT+PRINT SCREEN

Toggles high contrast on and off

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## Using a Mouse

### **Using your mouse**

Just as you might use your hands to interact with objects in the physical world, you can use your mouse to interact with items on your computer screen. You can move objects, open them, change them, throw them away, and perform other actions, all by pointing and clicking with your mouse.

### **Basic parts**

A mouse typically has two buttons: a primary button (usually the left button) and a secondary button (usually the right button). You will use the primary button most often. Most mice also include a scroll wheel between the buttons to help you scroll through documents and webpages more easily. On some mice, the scroll wheel can be pressed to act as a third button. Advanced mice might have additional buttons that can perform other functions.

### **Holding and moving the mouse**

Place your mouse beside your keyboard on a clean, smooth surface, such as a mouse pad. Hold the mouse gently, with your index finger resting on the primary button and your thumb resting on the side. To move the mouse, slide it slowly in any direction. Don't twist it—keep the front of the mouse aimed away from you. As you move the mouse, a pointer (see picture) on your screen moves in the same direction. If you run out of room to move your mouse on your desk or mouse pad, just pick up the mouse and bring it back closer to you.

### **Pointing, clicking, and dragging**

Pointing to an item on the screen means moving your mouse so the pointer appears to be touching the item. When you point to something, a small box often appears that describes the item. For example, when you point to the Recycle Bin on the desktop, a box appears with this

information: "Contains the files and folders that you have deleted."

Picture of the mouse pointer pointing to the Recycle Bin with the message "Contains the files and folders that you have deleted" Pointing to an object often reveals a descriptive message about it.

The pointer can change depending on what you're pointing to. For example, when you point to a link in your web browser, the pointer changes from an arrow Picture of the mouse pointer (arrow) to a hand with a pointing finger Picture of a mouse pointer (hand with pointing finger) .

Most mouse actions combine pointing with pressing one of the mouse buttons. There are four basic ways to use your mouse buttons: clicking, double-clicking, right-clicking, and dragging.

### **Clicking (single-clicking)**

To click an item, point to the item on the screen, and then press and release the primary button (usually the left button).

Clicking is most often used to select (mark) an item or open a menu. This is sometimes called single-clicking or left-clicking.

### **Double-clicking**

To double-click an item, point to the item on the screen, and then click twice quickly. If the two clicks are spaced too far apart, they might be interpreted as two individual clicks rather than as one double-click.

Double-clicking is most often used to open items on your desktop. For example, you can start a program or open a folder by double-clicking its icon on the desktop.

### **Tip**

If you have trouble double-clicking, you can adjust the double-click speed (the amount of time acceptable between clicks). Follow these steps:

Open Mouse Properties by clicking the Start button Picture of the Start button, and then clicking Control Panel. In the search box, type mouse, and then click Mouse.

Click the Buttons tab, and then, under Double-click speed, move the slider to increase or decrease the speed.

## **Right-clicking**

To right-click an item, point to the item on the screen, and then press and release the secondary button (usually the right button).

Right-clicking an item usually displays a list of things you can do with the item. For example, when you right-click the Recycle Bin on your desktop, you'll see a menu with options to open it, empty it, delete it, or see its properties. If you're ever unsure of what to do with something, right-click it.

## **Dragging**

You can move items around your screen by dragging them. To drag an object, point to the object on the screen, press and hold the primary button, move the object to a new location, and then release the primary button.

Dragging (sometimes called dragging and dropping) is most often used to move files and folders to a different location and to move windows and icons around on your screen.

## **Using the scroll wheel**

If your mouse has a scroll wheel, you can use it to scroll through documents and webpages. To scroll down, roll the wheel backward (toward you). To scroll up, roll the wheel forward (away from you).

## **Customizing your mouse**

You can change your mouse settings to suit your personal preferences. For example, you can change how fast your mouse pointer moves around the screen, or change the pointer's appearance. If you're left-handed, you can switch the primary button to be the right button. For more information, see [Change mouse settings](#).

## **Tips for using your mouse safely**

Holding and moving your mouse properly can help you avoid soreness or injury to your wrists, hands, and arms, particularly if you use your computer for long periods of time. Here are some tips to help you avoid problems:

- Place your mouse at elbow level. Your upper arms should fall relaxed at your sides.
- Don't squeeze or grip your mouse tightly. Hold it lightly.
- Move the mouse by pivoting your arm at your elbow. Avoid bending your wrist up, down, or to the sides.
- Use a light touch when clicking a mouse button.
- Keep your fingers relaxed. Don't allow them to hover above the buttons.
- When you don't need to use the mouse, don't hold it.
- Take short breaks from computer use every 15 to 20 minutes.

All information Above: From Microsoft Corporation.

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>