

Keyboard shortcuts

You can significantly reduce your mouse usage by using Windows shortcuts and without having to use a clickless software program. Here is a list of some useful ones. You can find others by Googling Windows Shortcuts.



Ctrl + A - Select all items in a document or window. If you are in a field, then it will select that field only, not everything on a page.

Shift + arrow keys or the Home, End, Page Up, or Page Down keys - highlight text starting from where the cursor is and going in the direction as per the second key.

Ctrl + C (or Ctrl + Insert) - Copy the selected text. The text will remain.

Ctrl + V (or Shift + Insert) - Paste what is in the clipboard. Do this after Ctrl + C.

Ctrl + Y - Redo an action. Press again to do it again.

Ctrl + Z - Undo an action. Press again to undo previous actions.

Great if you have made a mistake. Or several.

Alt + Tab - Switch between open apps.

ALT + F4 - Close the current App. NB: If you have several tabs open, it will close them all.

Alt + Spacebar - Open the shortcut menu for the active window.

F2 - In file explorer, rename the current item.

F6 - Cycle through screen elements in a window or on the desktop. If you are in a browser, the first time the key is pressed the URL is selected. Then one tab is selected. By pressing the left or right arrow you can change which tab is selected. Press enter and that tab is shown. Press **F6** again and the bookmarks are highlighted. Again use the arrow keys to select a bookmark

Windows logo key + T - Cycle through apps on the taskbar. Once you have pressed this once, you can use the arrow keys to select the app you want to use.

Windows logo key + D - Display and hide the desktop. Got heaps of windows open and you need them all minimized quickly? Then do this and you will see the desktop. Do it again and your windows will be restored.

Windows logo key + Alt + D - Display and hide the date and time on the desktop.

Windows logo key + E - Open File Explorer.

Windows logo key + H - Start dictation. You will need a microphone or headset to use this.

Windows logo key + Tab - Open Task view. Shows every open app on the screen. Select the one you want.

Windows logo key + Down arrow - Remove current app from screen or minimize the desktop window. If the current window is full screen pressing this combination will reduce its size. Press it again and the window is minimised. Windows logo key + Up arrow does the reverse.

Windows logo key + Left or right arrow - Maximize the app or desktop window to the left or right side of the screen. You can then select another window to fill the other half of the screen.

NB: Many of these shortcuts can also be used in other applications such as Microsoft Office.

For more Windows shortcuts see <https://support.microsoft.com/en-gb/topic/dcc61a57-8ff0-cffe-9796-cb9706c75eec> (or google Windows shortcuts)



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