

Keyboard Shortcuts

Firstly, one should know about the Clipboard (CB). This is a part of your computer that you will never see, it is very large and can store words, pictures, music... all sorts of things.

Anything stored in the clipboard will be removed if you add something else to the clipboard. i.e. only one thing or group of things at a time.

Note:-

Select means select for further use. It does not do anything just, selects.

Copy means copy the selected item(s) to the CB
but keep them at their original location.

Cut means copy the selected item(s) to the CB
and delete it/them from their original location

Paste means add the contents of the CB to the current location

Location can mean many things; Folder, Document, Picture, Memory stick etc.

Ctrl + A Select all items in a document or window.

Ctrl + C Copy the selected item.

Ctrl + V Paste the selected item.

Ctrl + X Cut the selected item.

Ctrl + Z Undo an action, repeat N times will undo the last N actions

Ctrl + F4 Close the active document

Ctrl + D (or Delete) Delete the selected item and move it to the Recycle Bin.

Ctrl + R (or F5) Refresh the active window.

Ctrl + Y Redo an action.

Ctrl + Right arrow Move the cursor to the beginning of the next word.

Ctrl + Left arrow Move the cursor to the beginning of the previous word.

Ctrl + Down arrow Move the cursor to the beginning of the next paragraph.

Ctrl + Up arrow Move the cursor to the beginning of the previous paragraph.

Ctrl + Alt + Tab Use the arrow keys to switch between all open apps.

Ctrl + Backspace To delete the previous word

MicroSoft has released a new feature, for Win 10 and newer, where multiple items can be saved in the **Clipboard history** *but you will need to turn it on first.*

Go to Settings (Win key + I) then search for Clipboard, and turn "Clipboard history" on.

To view "Clipboard history" contents, press the Windows key + V.

YouTube video here -- <https://www.youtube.com/watch?v=93lE3tvU9WQ>

Clipboard history can remember up to 25 items, simple text, formatted text and simple graphics.

To use Clipboard history : -

1. Goto a location in your current workspace, eg Word, Paint etc.
2. Press Windows key + V and view the history.
3. Click on the clip you wish to paste.
4. Done !

Also please note the three dots in each clip. Here you can :-

- Delete that clip
- Delete all the saved clips (apart from ones that are pinned)
- Pin that clip.

Pinned clips will stay in the Clipboard history when you turn the computer off, all the other clips will be forgotten.

Formatted text from a web page or a word processor will retain its format, which may not be appropriate for the current document. I find it easier to paste such items into a plain text editor such as NotePad, copy that and paste it into the current document.

Examples

- Frequently used websites
- Your name and email

Windows Key Shortcuts

<https://support.microsoft.com/en-gb/help/12445/windows-keyboard-shortcuts>

- **Windows Key + R:** Opens the Run menu.
- **Windows Key + E:** Opens File Explorer.
- **Windows Key + Break:** Opens system properties.
- **Windows Key + V:** Show Clipboard (pick item to paste it)
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- **Windows Key + Up Arrow:** Maximize current window.
- **Windows Key + Down Arrow:** Minimize current window.
- **Windows Key + D:** Hide/display the desktop.
- **Windows Key + H:** Turn on speech recognition
- **Windows Key + L:** Log off
- **Windows Key + M:** Minimize all windows.
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- **Windows Key + I:** Windows Settings
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- **Windows Key + U:** Ease of Access settings
- **Windows Key + Ctrl + Enter:** Start Narrator
- **Windows Key + Plus:** Turn on Magnifier
- **Windows Key + Esc:** Turn off Magnifier
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- **Windows Key + Shift + S :** Turn on Snipping Tool - notate & edit screen grabs