by Len Nasman, Bristol Village Ohio Computer Club
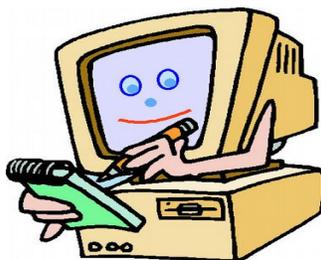*may be copied with permission*
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A lot of folks get along just fine using the mouse to navigate through the Windows operating system. However, there are a number of tricks and keyboard shortcuts that can make your life easier when you are using Windows. If you take a few minutes to memorize these shortcuts, you will become a '***Windows power user***'.

Table of Contents

To become a true power user, it is important that you learn some basic vocabulary used in the context of the Windows operating system.

Selecting Text

> **NOTE**: After each trick presented below, take some time to practice the trick until you can repeat it comfortably.

When you are writing email, using a word processor, or completing a computer form, it is helpful to know some **text selecting tricks**. You probably already know that you can select a word or a group of words with click and drag.

> ***Click and drag*** means to position the text cursor by moving it to a desired location with the mouse, clicking the **left mouse button**, and while holding the left mouse button down, dragging the cursor until the desired text is highlighted.

> ✔ Use ***click and drag*** to select some text.

The problem with click and drag is that you have to start and stop just right to get what you want. The other problem is that if you slip, you can accidentally drag a selection to a new location and create an editing nightmare. You will learn some better selection methods below. Here is how to select a single word.

> ***Double-click*** means to position the cursor at a desired location and then quickly click the **left** mouse button ***twice***.

> ✔ ***Double-click*** somewhere on a word. Observe that the entire word has been selected.

The next trick will be to precisely select two or more words.

> ✔ ***Double-click*** on a word. Hold the Shift key down and then, while holding the Shift key down, ***left-click*** at the point where you want to end your selection.

If you have mastered double-click, it's time for the triple-click trick. A triple-click will select an entire sentence.

> ***Triple-trick*** means to position the cursor on a word and then quickly click the left mouse button ***three*** times.

> ✔ ***Triple-click*** on any word in a sentence.

The entire sentence will be selected.

> ***Quadruple click*** means to position the cursor on a word and then quickly click the left mouse button ***four*** times.

> ✔ ***Quadruple click*** to select a complete paragraph.

OK, you have seen how to select a word, a range of words, a sentence, and a complete paragraph. What if you want to select all of the text in a document? No problem.

Ctrl+A means to hold the **Ctrl** key down, and while holding it down, press the **A** key.

✔ Position the cursor somewhere in a document and press **Ctrl+A** to select all of the text in the document.

Copy, Paste, and Cut

You should never have to type anything twice when you are using a computer. Also, if someone has already typed some text, typing it over again is a waste of your precious time. Here are some tricks that will make your life a little easier.

To *copy* a selection, press **Ctrl+C**.

This places a copy of the selection in the Windows *clipboard*. This is a place in memory that can hold stuff until it has been replaced by another copy command, or until the system releases the memory back to the computer.

A *selection* can be text, a table, a file or file folder, or it can be a picture or graphic object. **Ctrl+C** (copy) and **Ctrl+V** (paste) work on any selection.

Once something is in the clipboard, it can be pasted to a new location. This location might be in the same document, or it might be in another place that is in a completely different program or Window.

To paste a selection from the clipboard, position the cursor in the desired location and press **Ctrl+V**.

Sometimes you want to move a selection from one location to another. You could copy [Ctrl+C]the selection, paste [Ctrl+V] it to a new location, and then go back and delete the original selection. But, there is a quicker way. When you use the **Cut** command, a copy of the selection is placed on the clipboard and the selection is removed from its current location.

To **Cut** a selection to the clipboard and remove it from its current location, press **Ctrl+X**.

✔ Select text to be moved. Press **Ctrl+X** to **Cut** the selection. Move the cursor to a new location for the text and press **Ctrl+V** to paste it.

Jump Around A Document

If you are working on a document that does not fit on one page, it is useful to be able to move the cursor around without having to mouse around with the scroll bar. Here are some quick tricks for jumping around a document.

✔ Position the cursor somewhere in a document. Press **Ctrl+Home** to jump to the top of the document. Press **Ctrl+End** to jump to the end of the document.

Pressing the **Home** key jumps to the beginning of the current line, and pressing the **End** key jumps to the end of the current line.

Switch Between Windows

The *Copy* [**Ctrl+C**] and *Paste* [**Ctrl+V**] commands work between different Windows. For example, suppose you have a web page open that has some text that you would like to include in an email you are composing. The trick is to select and copy the text in the web page, and then paste it into the email. The question is, how to you quickly move between the different Windows?

One way is to copy the text from the web page, then select the minimize tool (in the upper right corner of the window) to shrink the window to the *Task Bar*, then maximize the email compose window, and paste the selection. There is an easier way.

With two or more windows open on your computer, make a selection and press *Ctrl+C* to copy it to the clipboard. Next, hold the **Alt** key down, and while holding it down, press the **TAB** key. Keep holding the **Alt** key down and observe that each time you press the **TAB** key the icon for one of the open windows is highlighted. When the desired window is highlighted, release the **Alt** key. Then, press *Ctrl+V* to paste your selection in the alternate window. Use **Alt+TAB** to jump back to the original window.

Move or Resize Windows

There are shortcuts for moving or resizing Windows. You probably know about the minimize and maximize tools at the upper right corner of windows. However, you can also reposition and/or resize windows by using the windows key together with the cursor control keys.

✔ With a window active, press the **Windows key + a cursor key** several times and observe the changes.

When an app window does not fill the display, you can drag a corner of the window to resize it. You can also drag the app *Title Bar* to move the window to a new location.

Pressing the *Task View Tool* displays all current app windows.

Using the Task View Tool.
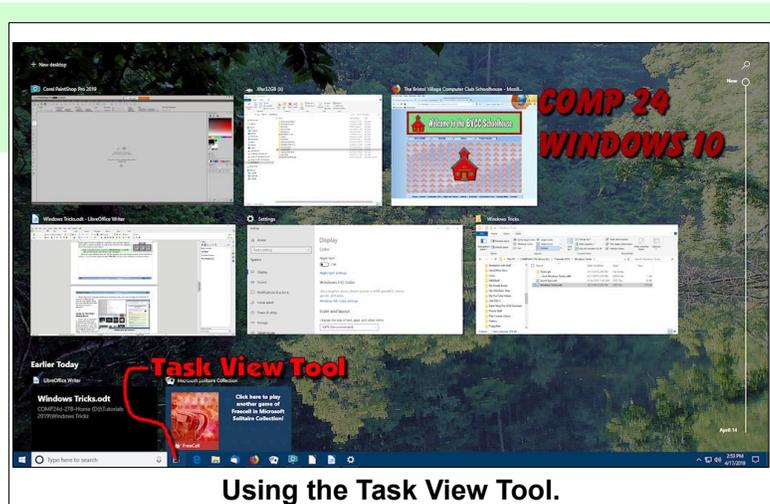
When there are multiple application windows open, you can arrange the windows in various configurations. This is very handy when you are copying and pasting from on app to another.

Multiple open app windows.
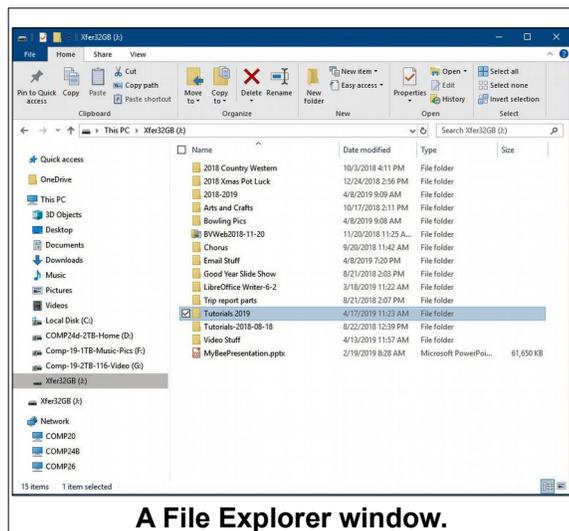
Jump to the Print Dialog Box

If you are in the habit of using the Print icon found on the Tool Bar of many programs, you will be at the mercy of the system default printer settings. This means that you might waste a lot of paper printing Internet pages because many times you will get blank pages or pages with no interesting material. Many web sites use several different sections with forms, and these do not behave very well with a simple Print command.

If you want to change any printer settings, you need to open the printer dialog box. In most programs, this is done by selecting *File, Print* from the *Menu Bar*. There is a quicker way.

✔ To jump to the *Printer* dialog box, press **Ctrl+P**.

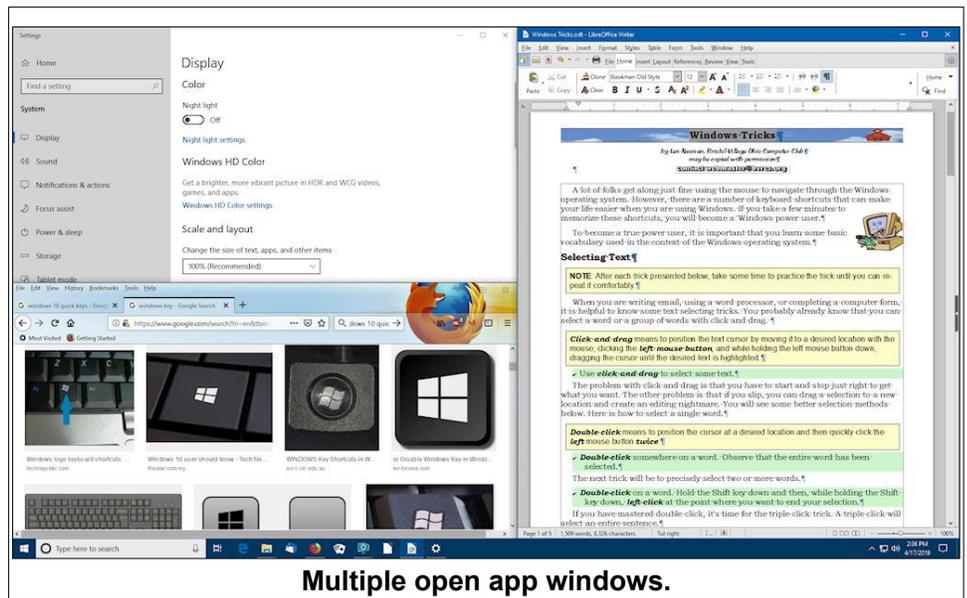A handy alternative is to select **File, Print Preview** from the *Menu Bar*.

Jump to File Explorer

A File Explorer window.

When you are managing files, you will want to open *File Explorer*. (In Windows versions earlier than Windows 10 it was called Windows Explorer.) It gets a little tiresome to have to use the Start, Programs, Accessories, Windows Explorer routine. Why not use a quick key press?

To open a *File Explorer* window, hold down the **Windows** key and while holding the Windows key down, press the **E** key.

Adjust Desktop Display Features.

There are times when you would like to change the resolution of your display, or perhaps you are doing a presentation and you want to turn off the Screen Saver for a time. You can quickly access the Desktop Properties with a quick mouse key press.
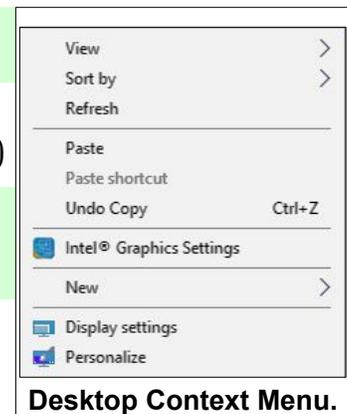
NOTE: *Right-click* means press the right mouse button.

✔ Position the cursor on a blank area of your *Desktop* and *right-click*.

This will open a *context menu.* (The illustration is from Windows 10. Other versions of Windows have a similar context menu.)

✔ Select the *Display Settings* option to open the Display Settings dialog box that gives you access to a variety of Display settings.

The *right click Desktop Context menu* (see illustration above) also provides quick access to the Personalize Windows 10, and other options.

View	>
Sort by	>
Refresh	
Paste	
Paste shortcut	
Undo Copy	Ctrl+Z
Intel® Graphics Settings	
New	>
Display settings	
Personalize	

Desktop Context Menu.

Windows Settings

If your system has multiple displays connected, the Display Settings window will provide an option for selecting and identifying the displays. The illustration shown here only has one display connected.

Use the scroll bar on the right side of the Display Settings window to reveal more options.

The column on the left side of the window provide a list of the various system setting options. This column has its own scroll bar. If you want to learn about the version of windows, amount of memory and other info, scroll down the left column and select the *About* option.
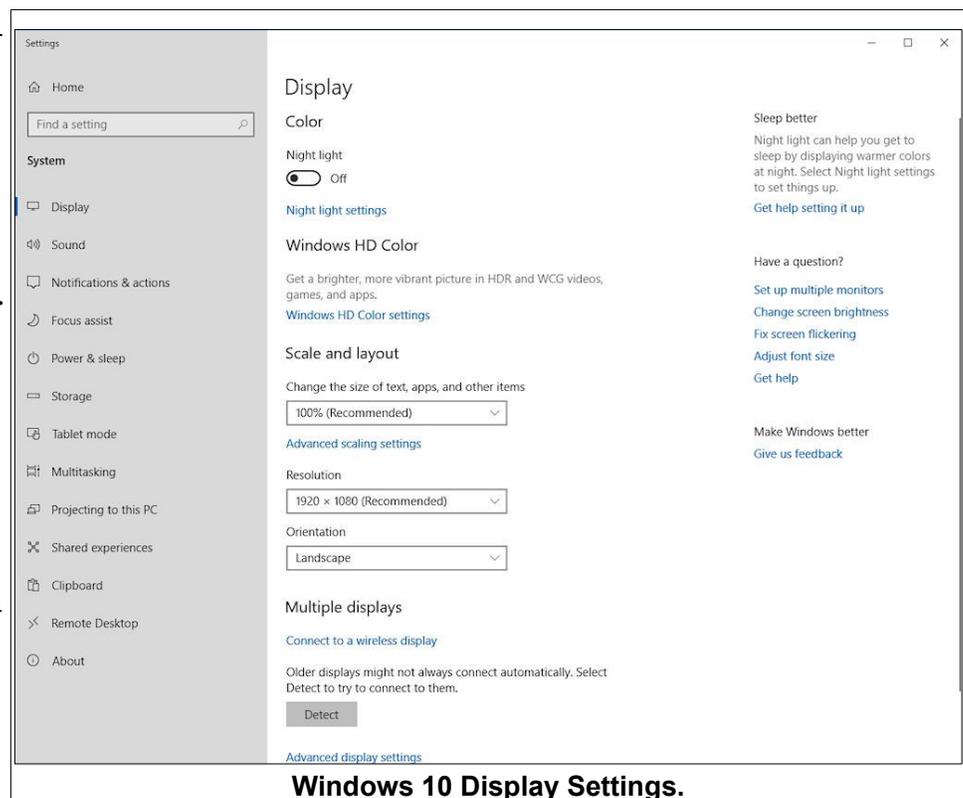
Windows 10 Display Settings.

Create a Quick Slideshow

To show the contents of a folder with graphics images as a slideshow, use the following trick.

- ✔ Open **File Explorer** and select the desired folder.
- ✔ Select one of the slide show images. (It will be highlighted when selected).
- ✔ Select the **Manage** option in File Explorer.
- ✔ Select the **Slideshow** tool.

The slideshow will automatically switch to ***full screen*** mode.

- ✔ To ***Exit*** Full Screen mode, press the **Esc** key.
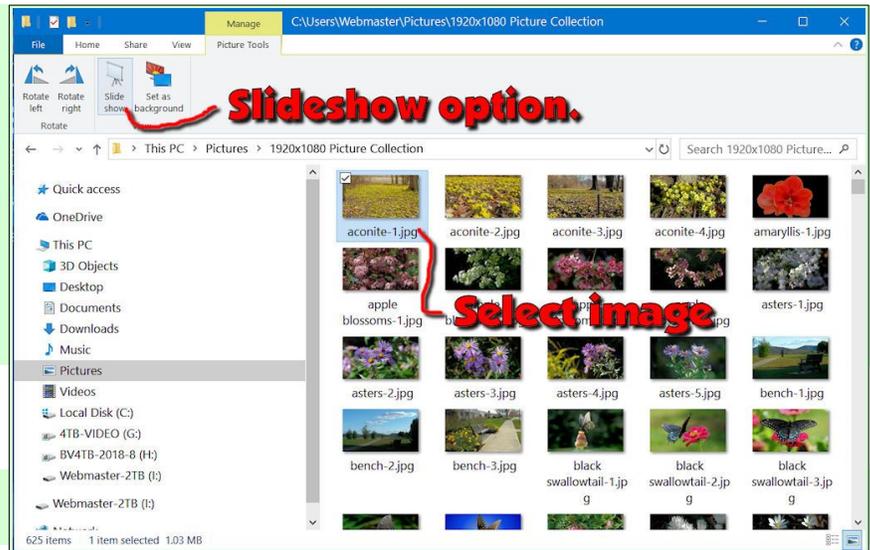
You can press **Alt+Tab** and cycle through the different open Windows while the slideshow is running. If your other open Windows are not using full screen mode, the slide show will be visible behind the windows.

Shortcut Tricks Table

Shortcut Tricks	
Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Select word	Double-click
Select region	Shift+click
Select sentence	Triple-click
Select Paragraph	Quadruple click
Select All	Ctrl+A
Switch Windows	Alt+TAB
File, Print	Ctrl+P
File Explorer	Ctrl+E
Jump to top of document	Ctrl+Home
Jump to beginning of line	Home
Jump to bottom of document	Ctrl+End
Jump to end of line	End
File Explorer	Windows+E
Display Settings	Right Click Desktop
Personalize Settings	Right Click Desktop
Undo	Ctrl+Z
Redo	Ctrl+Y

See the BVCC Schoolhouse
http://bvres.org/Schoolhouse-web-page/schoolhouse.html
for other tutorials.

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