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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We have extracted the keyboard shortcuts contained in this document from the Microsoft Office documents "Windows 7 Keyboard shortcuts" and "Keyboard shortcuts for Microsoft Word." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, we show the keys to press separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, we show the keys to press separated by a comma (,).

# OBJECTIVE 1: keyboard shortcuts for windows 7

### Ease of Access Keyboard Shortcuts

#### General

Turn Filter Keys on and off = RIGHT SHIFT for eight seconds

Turn High Contrast on or off = LEFT ALT+LEFT SHIFT+PRTSCN or PRTSCN

Turn Mouse Keys on or off = LEFT ALT+LEFT SHIFT+NUM LOCK

Turn Sticky Keys on or off = SHIFT five times

Turn Toggle Keys on or off = NUM LOCK for five seconds

Open the Ease of Access Center = WINDOWS Key+U

|  |
| --- |
|  |

### General Keyboard Shortcuts

#### General

Display Help = F1

Copy the selected item = CTRL+C or CTRL+INSERT

Cut the selected item = CTRL+X

Paste the selected item = CTRL+V or SHIFT+INSERT

Undo an action = CTRL+Z

Redo an action = CTRL+Y

Delete the selected item and move it to the Recycle Bin = DELETE or CTRL+D

Delete the selected item without moving it to the Recycle Bin first = SHIFT+DELETE

Rename the selected item = F2

Move the cursor to the beginning of the next word = CTRL+RIGHT ARROW

Move the cursor to the beginning of the previous word = CTRL+LEFT ARROW

Move the cursor to the beginning of the next paragraph = CTRL+DOWN ARROW

Move the cursor to the beginning of the previous paragraph = CTRL+UP ARROW

Select a block of text = CTRL+SHIFT+ARROW KEY

Select more than one item in a window or on the desktop, or select text within a document = SHIFT+ARROW KEY

Select multiple individual items in a window or on the desktop = CTRL+ARROW KEY+SPACEBAR

Select all items in a document or window = CTRL+A

Search for a file or folder = F3

Display properties for the selected item = ALT+ENTER

Close the active item, or exit the active program = ALT+F4

Open the shortcut menu for the active window = ALT+SPACEBAR

Close the active document (in programs that allow you to have multiple documents open simultaneously) = CTRL+F4

Switch between open items = ALT+TAB

Use the arrow keys to switch between open items = CTRL+ALT+TAB

Change the size of icons on the desktop = CTRL+ Mouse scroll wheel

Cycle through programs on the taskbar by using Aero Flip 3-D = WINDOWS KEY+TAB

Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D = CTRL+WINDOWS KEY+TAB

Cycle through items in the order in which they were opened = ALT+ESC

Cycle through screen elements in a window or on the desktop = F6

Display the address bar in Windows Explorer = F4

Display the shortcut menu for the selected item = SHIFT+F10

Open the Start menu = CTRL+ESC

Display the corresponding menu = ALT+ underlined letter

Perform the menu command (or other underlined command) = ALT+ underlined letter)

Activate the menu bar in the active program = F10

Open the next menu to the right, or open a submenu = RIGHT ARROW

Open the next menu to the left, or close a submenu = LEFT ARROW

Refresh the active window = F5 or CTRL+R

View the folder one level up in Windows Explorer = ALT+UP ARROW

Cancel the current task = ESC

Open Task Manager = CTRL+SHIFT+ESC

Prevent the CD from automatically playing = SHIFT when you insert a CD

Switch the input language when multiple input languages are enabled = LEFT ALT+SHIFT

Switch the keyboard layout when multiple keyboard layouts are enabled = CTRL+SHIFT

Change the reading direction of text in right-to-left reading languages = CTRL+SHIFT

### Windows Key Keyboard Shortcuts

Open or close the Start menu = WINDOWS Key

Display the System Properties dialog box = WINDOWS Key+PAUSE

Display the desktop = WINDOWS Key+D

Minimize all windows = WINDOWS Key+M

Restore minimized windows to the desktop = WINDOWS Key+SHIFT+M

Open Computer = WINDOWS Key+E

Search for a file of folder = WINDOWS Key+F

Search for computers (if you're on a network) = CTRL+WINDOWS Key+F

Lock your computer or switch users = WINDOWS Key+L

Open the Run dialog box = WINDOWS Key+R

Cycle through programs on the taskbar = WINDOWS Key+T

Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program. = WINDOWS Key+ number

Start a new instance of the program pinned to the taskbar in the position indicated by the number = SHIFT+WINDOWS Key+ number

Switch to the last active window of the program pinned to the taskbar in the position indicated by the number = CTRL+WINDOWS Key+ number

Open the Jump List for the program pinned to the taskbar in the position indicated by the number = ALT+WINDOWS Key+ number

Cycle through programs on the taskbar by using Aero Flip 3-D = WINDOWS Key+TAB

Switch to the program that displayed a message in the notification area = CTRL+WINDOWS Key+B

Preview the desktop = WINDOWS Key+SPACEBAR

Maximize the window = WINDOWS Key+UP ARROW

Maximize the window to the left side of the screen = WINDOWS Key+LEFT ARROW

Maximize the window to the right side of the screen = WINDOWS Key+RIGHT ARROW

Minimize the window = WINDOWS Key+DOWN ARROW

Minimize all but the active window = WINDOWS Key+HOME

Stretch the window to the top and bottom of the screen = WINDOWS Key+SHIFT+UP ARROW

Move a window from one monitor to another = WINDOWS Key+SHIFT+LEFT ARROW or RIGHT ARROW

Choose a presentation display mode = WINDOWS Key+P

Cycle through gadgets = WINDOWS Key+G

Open Ease of Access Center = WINDOWS Key+U

Open Windows Mobility Center = WINDOWS Key+X

### Display and Use Windows

#### General

Switch to the next window = ALT+TAB

Switch to the previous window = ALT+SHIFT+TAB

Close the active window = CTRL+W or CTRL+F4

Restore the size of the active window after you maximize it = ALT+F5

Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once = F6

Move to a task pane from another pane in the program window (counterclockwise direction) = SHIFT+F6

When more than one window is open, switch to the next window = CTRL+F6

Switch to the previous window = CTRL+SHIFT+F6

Maximize or restore a selected window = CTRL+F10

Copy a picture of the screen to the Clipboard = PRINT SCRN

Copy a picture of the selected window to the Clipboard = ALT+PRINT SCRN

### Taskbar Keyboard Shortcuts

#### General

Open a program or quickly open another instance of a program = SHIFT+CLICK on a taskbar button

Open a program as an administrator = CTRL+SHIFT+CLICK on a taskbar button

Show the window menu for the program = SHIFT+RIGHT CLICK on a taskbar button

Show the window menu for the group = SHIFT+RIGHT CLICK on a grouped taskbar button

Cycle through the windows of the group = CTRL+CLICK on a grouped taskbar button

### Dialog Box Keyboard Shortcuts

#### General

Move forward through tabs = CTRL+TAB

Move back through tabs = CTRL+SHIFT+TAB

Move forward through options = TAB

Move back through options = SHIFT+TAB

Perform the command (or select the option) that goes with that letter = ALT+ underlined letter

Replaces clicking the mouse for many selected commands = ENTER

Select or clear the check box if the active option is a check box = SPACEBAR

Select a button if the active option is a group of option buttons = ARROW KEYS

Display Help = F1

Display the items in the active list = F4

Open a folder one level up if a folder is selected in the Save As or Open dialog box

### Use Edit Boxes within Dialog Boxes

#### General

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

Move to the beginning of the entry = HOME

Move to the end of the entry = END

Move one character to the left or right = LEFT ARROW or RIGHT ARROW

Move one word to the left = CTRL+LEFT ARROW

Move one word to the right = CTRL+RIGHT ARROW

Select or unselect one character to the left = SHIFT+LEFT ARROW

Select or unselect one character to the right = SHIFT+RIGHT ARROW

Select or unselect one word to the left = CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the right = CTRL+SHIFT+RIGHT ARROW

Select from the insertion point to the beginning of the entry = SHIFT+HOME

Select from the insertion point to the end of the entry = SHIFT+END

### Use the Open and Save As Dialog Boxes

#### General

Display the Open dialog box = CTRL+F12 or CTRL+O

Display the Save As dialog box = F12

Open the selected folder or file = ENTER

Open the folder one level above the selected folder = BACKSPACE

Delete the selected folder or file = DELETE

Display a shortcut menu for a selected item such as a folder or file = SHIFT+F10

Move forward through options = TAB

Move back through options = SHIFT+TAB

Open the Look in list = F4 or ALT+I

### Move Around in Text or Cells

#### General

Move one character to the left = LEFT ARROW

Move one character to the right = RIGHT ARROW

Move one word to the left = CTRL+LEFT ARROW

Move one word to the right = CTRL+RIGHT ARROW

Move one paragraph up = CTRL+UP ARROW

Move one paragraph down = CTRL+DOWN ARROW

Move one cell to the left = SHIFT+TAB

Move one cell to the right = TAB

Move up one line = UP ARROW

Move down one line = DOWN ARROW

Move to the end of a line = END

Move to the beginning of a line = HOME

Move to the top of the window = ALT+CTRL+PAGE UP

Move to the end of the window = ALT+CTRL+PAGE DOWN

Move up one screen (scrolling) = PAGE UP

Move down one screen (scrolling) = PAGE DOWN

Move to the top of the next page = CTRL+PAGE DOWN

Move to the top of the previous page = CTRL+PAGE UP

Move to the end of a document = CTRL+END

Move to the beginning of a document = CTRL+END

Move to a previous revision = SHIFT+F5

After opening a document, move to the location you were working in when the document was last closed = SHIFT+F5

### Move Around in a Table

#### General

Move to the next cell in a row = TAB

Move to the previous cell in a row = SHIFT+TAB

Move to the first cell in a row = ALT+HOME

Move to the last cell in a row = ALT+END

Move to the first cell in a column = ALT+PAGE UP

Move to the last cell in a column = ALT+PAGE DOWN

Move to the previous row = UP ARROW

Move to the next row = DOWN ARROW

Move one row up = ALT+SHIFT+UP ARROW

Move one row down = ALT+SHIFT+DOWN ARROW

### Undo and Redo Actions

#### General

Cancel an action = ESC

Undo an action = CTRL+Z

Redo or repeat an action = CTRL+Y

### Access and Use Task Panes and Galleries

#### General

Move to a task pane from another pane in the program window. (You may need to press F6 more than once.) = F6

When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.) = CTRL+TAB

When a task pane is active, select the next or previous option in the task pane = TAB or SHIFT+TAB

Display the full set of commands on the task pane menu = CTRL+SPACEBAR

Perform the action assigned to the selected button = SPACEBAR or ENTER

Open a drop-down menu for the selected gallery item = SHIFT+F10

Select the first or last item in a gallery = HOME or END

Scroll up or down in the selected gallery list = PAGE UP or PAGE DOWN

#### Close a Task Pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the ARROW KEYS to select Close, and then press ENTER.

#### Move a Task Pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the ARROW KEYS to select Move, and then press ENTER.
4. Use the ARROW KEYS to move the task pane, and then press ENTER.

#### Resize a Task Pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the ARROW KEYS to select Size, and then press ENTER.

### Access and Use Available Actions

#### General

Display the shortcut menu for the selected item = SHIFT+F10

Display the menu or message for an available action or for the AutoCorrect Options button or the Paste options button. If more than one action is present, switch to the next action and display its menu or message = ALT+SHIFT+F10

Move between options in a menu of available actions = ENTER

Perform the action for the selected item on a menu of available actions = ENTER

Close the available actions menu or message = ESC

#### User Tips:

You can ask to be notified by a sound whenever an action is available. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.

If you have access to the Internet, you can download Microsoft Office Sounds from Office.com. After you install the sound files, do the following in Microsoft Office Access 2010 Microsoft Office Excel 2010, Microsoft Office PowerPoint 2010, or Microsoft Office Word 2010:

1. Press ALT+F, T to open Options.
2. Press A to select Advanced, and then press TAB to move to the Advanced Options for working with the program.
3. Press ALT+S twice to move to the Provide feedback with sound check box, which is under General, and then press SPACEBAR.
4. Press TAB repeatedly to select OK, and then press ENTER.

**Note**: When you select or clear this check box, the setting affects all Office programs that support sound.

### Change or Resize the Font

#### General

Open the Font dialog box to change the font = CTRL+SHIFT+F

Increase the font size = CTRL+SHIFT+>

Decrease the font size = CTRL+SHIFT+<

Increase the font size by one point = CTRL+]

Decrease the font size by one point = CTRL+[

### Use Find and Replace

#### General

Open the Find dialog box = CTRL+F

Open the Replace dialog box = CTRL+H

# objective 2: Navigating the Ribbon

### Access any Command with a Few Keystrokes

#### General

Access keys let you quickly use a command by pressing a few keys, regardless of where you are in the program. You can get to most commands by using two to five keystrokes. To use an access key:

1. Press ALT. The KeyTips display over each feature that is available in the current view.
2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, additional KeyTips may display. For example, if the Home tab is active and you press N, the Insert tab displays, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

**Note**: To cancel the action that you are taking and hide the KeyTips, press ALT.

### Change the Keyboard Focus without Using the Mouse

#### General

Another way to use the keyboard to work with programs that feature the Office Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

Select the active tab of the Ribbon and activate the Access Keys = ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.

Move to another tab of the Ribbon = F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW

Expand or collapse the Ribbon = CTRL+F1

Display the shortcut menu for the selected item = SHIFT+F10

Move the focus to select each of the following areas of the window = F6:

* Active tab of the Ribbon
* Any open task panes
* Status bar at the bottom of the window
* Your document

Move the focus to each command on the Ribbon, forward or backward, respectively = TAB or SHIFT+TAB

Move down, up, left, or right, respectively, among the items on the Ribbon = DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW

Activate the selected command or control on the Ribbon = SPACEBAR or ENTER

Open the selected menu or gallery on the Ribbon = SPACEBAR or ENTER

Activate a command or control on the Ribbon so you can modify a value = ENTER

Finish modifying a value in a control on the Ribbon, and move focus back to the document = ENTER

Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program displays instead.) = F1

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any revisions. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in this lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons which appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

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Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)