

Secret Windows Tricks

By Len Nasman Copyright 2008 (may be copied with permission*)

A lot of folks get along just fine using the mouse to navigate through the *Windows* operating system. However, there are a number of 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.

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.

The problem with **click and drag** is that you have to start and stop just right to get what you want. Here is how to select a single word.

NOTE: **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 paragraph. The entire paragraph will be selected.

Click four times 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 clip board*. 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 and Ctrl+V work on any selection.

Copy, Paste, and Cut

Once something is in the **clip board**, 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 clip board, 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 it to a new location [**Ctrl+V**], 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 clip board.

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.

Switch Between Windows

The **Copy** and **Paste** 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 clip board. 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. Use **Alt+TAB** to jump back to the original *window*.

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 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. Also, 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**.

Jump to Windows Explorer

When you are managing files, you will want to open *Windows Explorer*. It gets a little tiresome to have to use the **Start, Programs, Accessories, Windows Explorer** routine. You could put a shortcut on the Desktop, but the Desktop probably already has too much clutter. Besides, you have to mouse around and double-click to select a shortcut from the Desktop. Why not use a quick key press?

To open *Windows Explorer*, Hold down the **Windows** key (the key *between* the **Ctrl** and **Alt** keys on most keyboards) and while holding the **Windows** key down,press the **E** key.

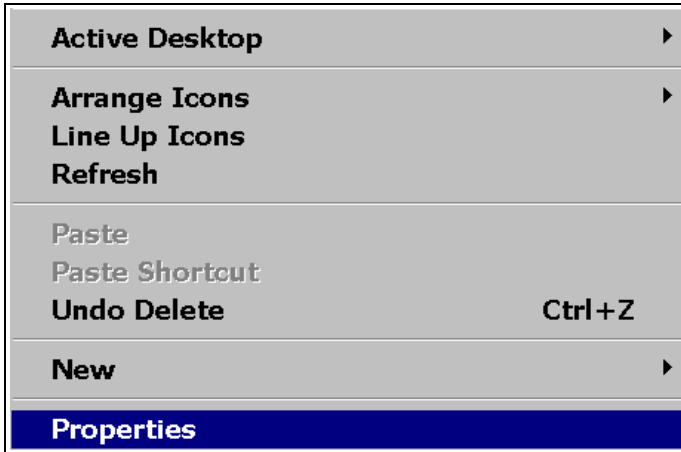
Adjust Desktop Display Features.

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**

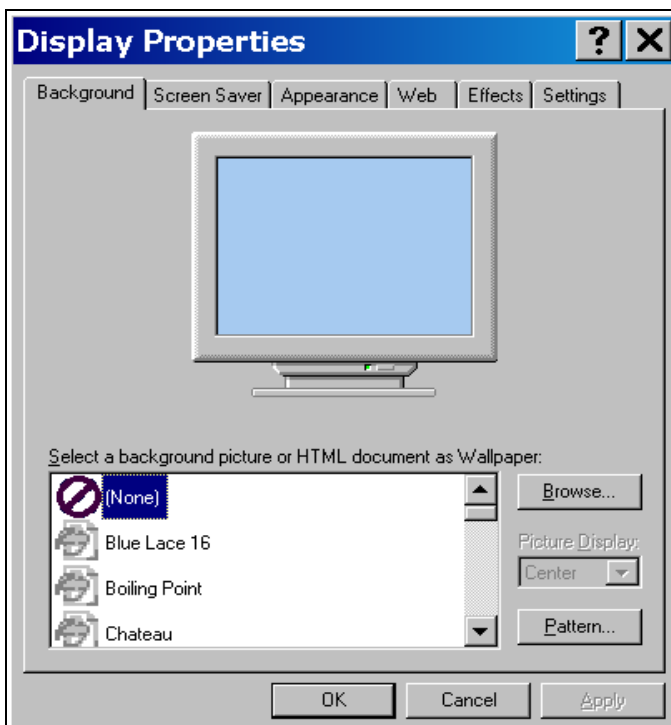
Saver for a time. You can quickly access the **Desktop Properties** with a quick mouse key press.

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 pop up menu. Select the **Properties** option to open the **Display Properties** dialog box that gives you access to a variety of **Display** settings.



Shortcut Review

Copy	Ctrl+C
Paste	Ctrl+V
Cut	Ctrl+X
Select word	double-click
Select region	Shift+click
Select sentence	triple-click
Select All	Ctrl+A
Switch Windows	Alt+TAB
File, Print	Ctrl+P
Windows Explorer	Ctrl+E
top	Ctrl+Home
bottom	Ctrl+End

This version created February 8, 2008

* For permission to copy, contact webmaster@bvres.org