# Computing for Humans

Keyboard Shortcuts

The Abbreviations

Throughout this text you'll see some abbreviations like "*Ctrl+X*," which means "while holding down the Control key, press X." Most keyboard shortcuts for commands use the Control key. There are also shortcuts that activate the menu bar, which use the Alt key. For example, in most Windows applications, *Alt+F* will drop down the File menu. Then, all of the options on the File menu can also be selected from the keyboard. As a very useful example, try "*Alt+F, A*", which means "while holding down the Alt key, press F – then, press A." The result of this is "Save As," something you should practice frequently. (And once you've done your "Save As," which tells you exactly where you are saving your file, you can just do "*Ctrl+S*" for Save.)
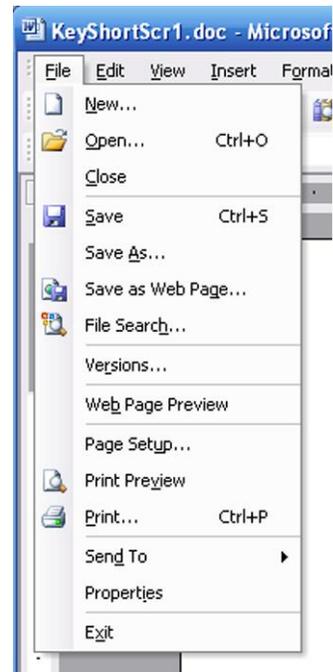
Where Can I Use These Shortcuts?

Many of these commands work the same in Windows as they do in applications like Word or Photoshop. That is, you can select files and/or folders and use *Ctrl+X*, *Ctrl+C* and *Ctrl+V* to Cut, Copy and Paste them just as you would text in a document.
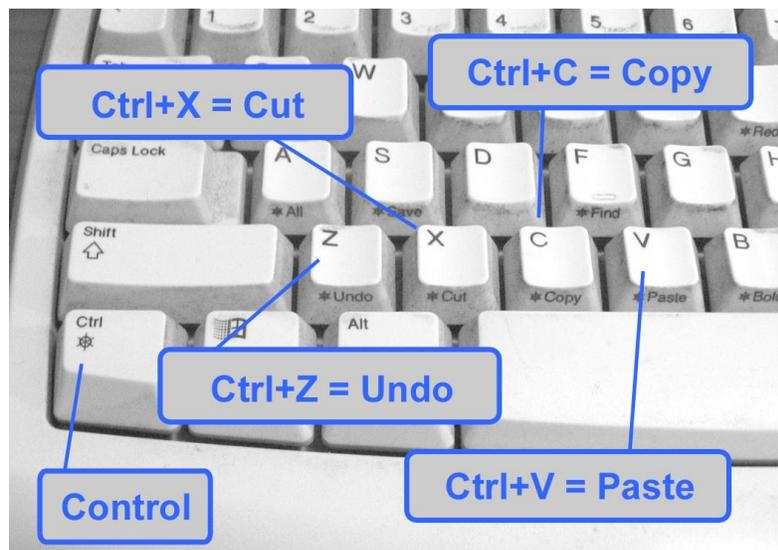
Keyboard Command Shortcuts
in Windows and Windows applications

Keyboard Action	Command	Result
"Edit" Commands		
Ctrl+X	Cut	Removes selected text (or object) and places it on the Clipboard
Ctrl+C	Copy	Duplicates selected text (or object) and places it on the Clipboard
Ctrl+V	Paste	Inserts text (or object) into document or folder
Ctrl+A	Select All	Selects everything in the current document
Ctrl+Z	Undo	Reverses a recent action, as if it hadn't happened
"File" Commands		
Ctrl+N	New	Creates a new file in the current application
Ctrl+O	Open	Opens an existing file
Ctrl+P	Print	Opens the Print dialog box to print a copy of what you're working on

What is the Clipboard?

The "Clipboard" is an area of computer memory that contains something that has just been copied or cut, and is to be pasted somewhere. That something may be a number or formula being duplicated in an Excel spreadsheet, a paragraph being moved within a Word document, (or from one document to another) or files being copied to another folder or another drive in Windows. Whenever you select something and cut or copy it, it goes to the "Clipboard."

Navigating and Selecting from the Keyboard
in Windows and Windows applications

Many of these concepts are useful in applications like Excel and others, but the best way to illustrate navigating and selecting from the keyboard is in word processing

Try out the Keyboard Navigation Shortcuts on the enclosed chart. You can use the Explanatory Text that's part of this package, or any document you have of one or two pages, with a few paragraphs to play with. Don't forget to save an extra copy before you chop one up.

Then, after you've had some fun with Keyboard Navigation, you can practice shift-selecting from the keyboard, because you know the Secret Meaning of the Shift key—

Holding down the Shift key means:
"Wherever I go, select."

You can try this out with the mouse first if you like. Click somewhere in your document, hold down the Shift key and then click somewhere else. Everything between the first click and the shift-click will be selected. Then, try using Shift with some other key combinations, like *Shift+Ctrl+Arrow* to select a word or two or three, or *Shift+Home* to select the whole line (very useful if you don't like what you just typed).

And if you don't like *anything* you've just done – if you make a mistake – just call on everybody's best friend, *Ctrl+Z* (Undo).

Keyboard Navigation Shortcuts

in Windows and Windows applications

Keyboard Action	Result
Home	Brings the cursor to the beginning of the current line
End	Brings the cursor to the end of the current line
Ctrl+Home	Brings the cursor to the beginning of the document
Ctrl+End	Brings the cursor to the end of the document
Arrow Keys	Left and Right Arrow move through your text one character at a time; Up and Down go one line at a time
Ctrl+Arrow	The Control key speeds up you arrow key so that Left and Right move from one word to the next; Up and Down from one paragraph to the next (generally)
Hold down the Shift key in combination with any of these to select.	