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## Keyboard shortcuts

Microsoft's **Keyboard shortcuts in Word**, has the full documentation for [Windows](#) and [macOS](#). In all versions, it starts by saying,

*Many users find that using keyboard shortcuts for Word helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen, and are an essential alternative to using a mouse.*

To have Windows always show keyboard shortcuts (off by default), press the Windows key , begin typing "underline access key..." until "underline access key shortcuts in menus when possible" appears; press Enter. Under "Change how keyboard shortcuts work", turn on the switch for "Underline access keys when available".

To move or resize a window when one or more edges cannot be reached with a mouse, press Alt + spacebar. A menu will appear, select an option. Use the arrow keys to move a window. To resize, first use arrow key(s) to indicate the edge or corner, then any arrow key to adjust the size. Enter makes the change, Esc cancels.

Change the View of a document to Web Layout for on-screen review: **Alt+W L1**  
Windows key  + Up | Down | Left | Right arrow keys make arranging multiple windows on your screen easy, e.g. these instructions and your activity answer document.  
**ALT+TAB** handily switches between them.

Actions with a mouse require a complex combination of hand-eye movements that seem simple and intuitive until you try to explain to a novice user all the subtle motions needed to make a mouse accomplish what a few taps on a keyboard can do. (e.g. to my mother who is nevertheless an intelligent and capable person. We got her an iPad.)

Most people, once they become accustomed to keyboard navigation, get very quick at it (especially programmers). But if you must use a mouse, get used to using it with your

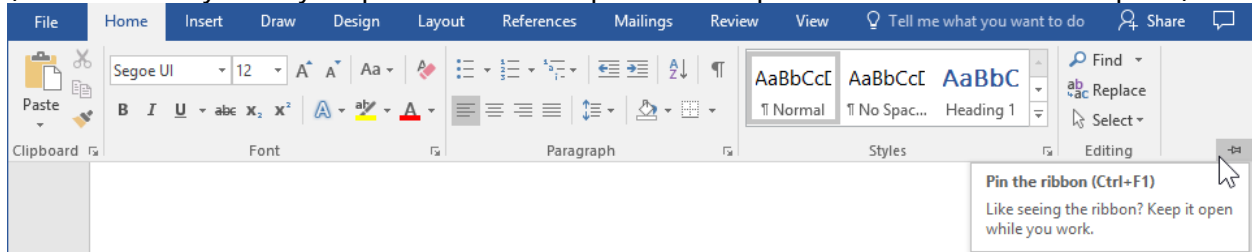
## CP4P – Keyboard Shortcuts

left hand which is much less busy than your right, will make you more efficient, and preserve the health of your right hand. Some programmers find having two mice, one on each side of the keyboard to be best for productivity when mousing is needed.

### Accessing application menus and shortcut keys

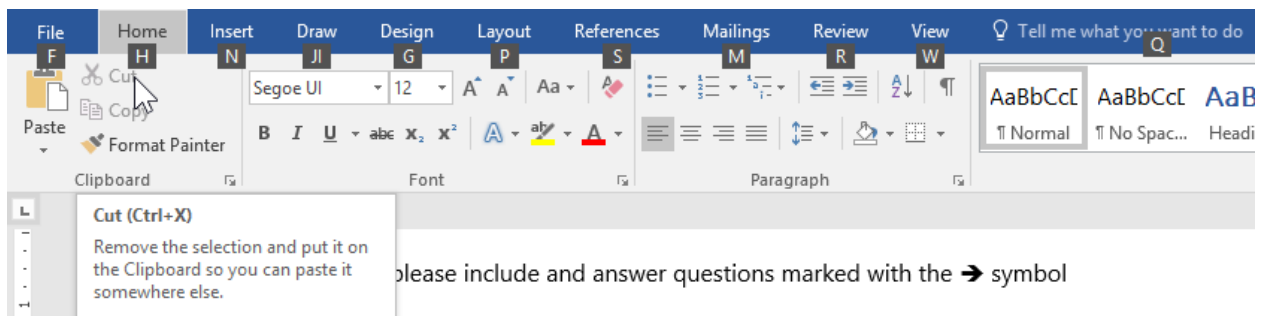
Ensure your MS-Word menu ribbon is pinned open like this:

(Ctrl+F1 is very handy to pin the ribbon open or collapse the ribbon for more space)



**To access menus from the keyboard in any Windows application, press the Alt key.**

The menu items will light up with shortcut keys for applications with a ribbon interface like the Office products (Word, Excel, PowerPoint, ...). At any time, you can hover the mouse over a ribbon icon and it will show a tool tip explanation and a reminder of the keyboard shortcut (see below). So, the mouse is good for something.



Navigation and selection:

	Moves cursor	Ctrl + moves to	Shift +
Arrow up/down	One line	Next paragraph	Selects
Arrow left/right	One char	Next word	Selects
Home	Start of line	Start of document	Selects
End	End of line	End of document	Selects
Page Up	One page up	Top of previous page	Selects
Page Down	One page down	Top of next page	Selects

Modification:

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Ctrl+Z	Undo a change
Ctrl+Y	Redo a change or Undo the Undo
Ctrl+X	Cut a selection to the Clipboard
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Windows + V	Clipboard history (may need to turn on in Windows Settings)
Ctrl+F	Find text in a document
Ctrl+H	Find and Replace text in a document

### Text Enhancement:

Ctrl+B	Make selected text <b>bold</b>
Ctrl+U	Make selected text <u>underlined</u>
Ctrl+I	Make selected text <i>italic</i>

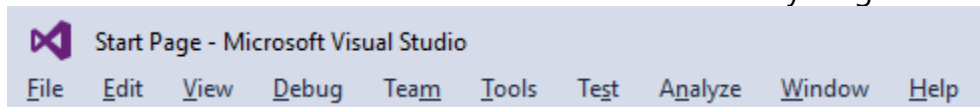
<http://www.digitaltrends.com/computing/cut-copy-paste-beginners-guide/>

<http://www.howtogeek.com/115664/42-text-editing-keyboard-shortcuts-that-work-almost-everywhere/>

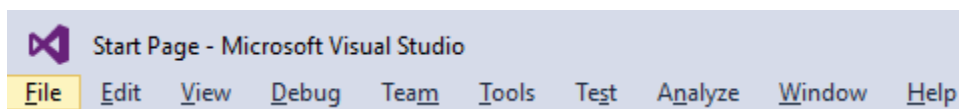
<https://support.microsoft.com/en-ca/help/12445/windows-keyboard-shortcuts>

<http://www.hongkiat.com/blog/100-keyboard-shortcuts-windows/>

In applications with a traditional menu, like Visual Studio, after pressing the Alt key, you will see characters underlined which are the shortcut keys. E.g.



Once the menu is activated by the Alt key, you can release the Alt key. The first menu item (usually File) will be highlighted to indicate the menu is active. Although you can use the ← → ↓ arrow keys to select or open a menu, keying an underlined letter is more direct.

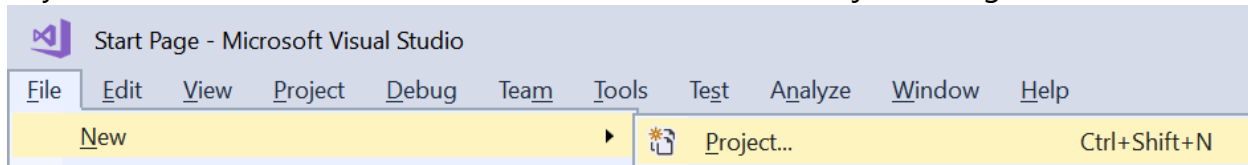


Keying an 'F' will show the File's menu.

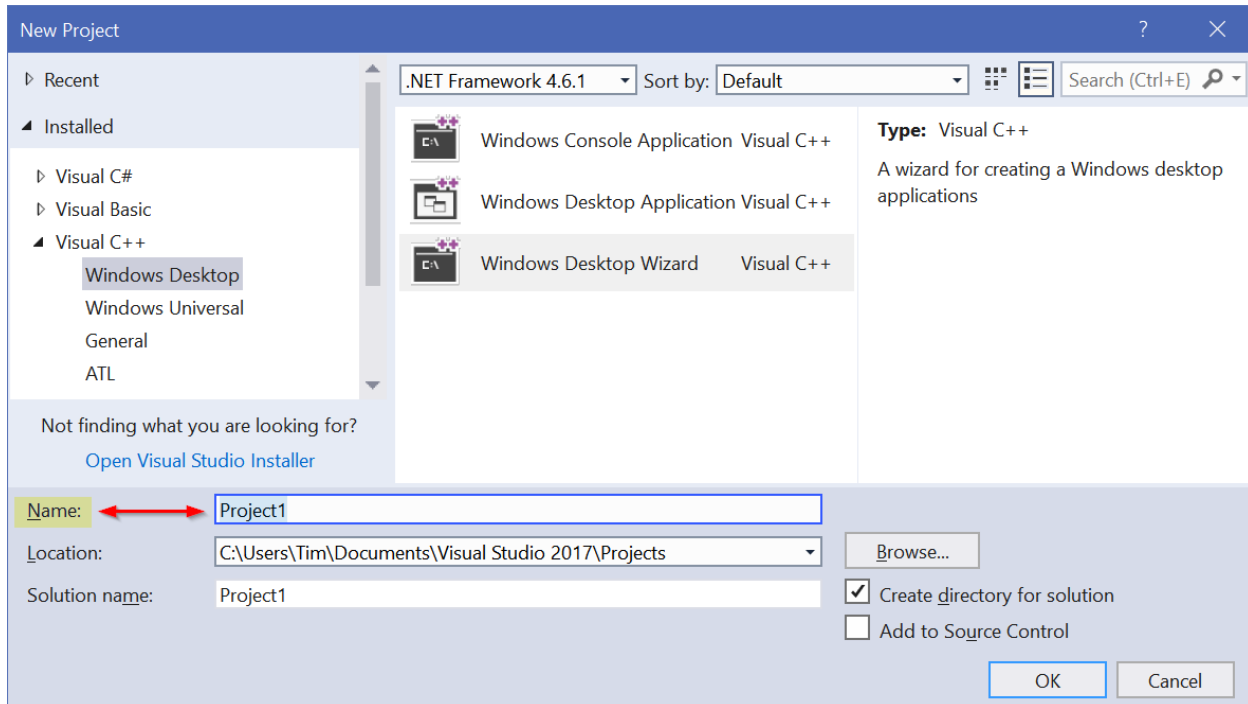
*Upper or lower case can be used; this is known as "case independent".*

## CP4P – Keyboard Shortcuts

Key an 'N' for the New sub-menu. Then a 'P' for the new Project dialog.



Any time you see an underlined letter in a dialog, you can press and hold Alt + the underlined letter to move the focus there. E.g. Alt+letter in the screen shot below selects the characters in the Name text box allowing you to change it. The TAB key will also move the focus between fields.



Reference: <https://docs.microsoft.com/en-ca/visualstudio/ide/default-keyboard-shortcuts-in-visual-studio> -- Microsoft's documentation on Default Keyboard Shortcuts in Visual Studio is also available from the Help menu (Alt+H K).

### ICT professionals always backup their files

- Before you leave a Seneca lab computer, backup your entire Visual Studio project folder to a USB drive or zip it into an archive and save the zip file in OneDrive