




## Keyboard Methods

Keyboard Methods are often times faster and more convenient than reaching for the mouse. Below is a list of the most commonly used keystrokes and their functions:

Key	Function
Backspace	Erase letter to left of the blinking cursor
Delete	Erase letter to right of the blinking cursor
up arrow	Move up one line
down arrow	Move down one line
left arrow	Move left one character
right arrow	Move right one character
<Ctrl + right arrow>	Move one word to the right
<Ctrl + left arrow>	Move one word to the left
<Home>	Jump to the beginning of the current line
<End>	Jump to the end of the current line
<Ctrl + up arrow>	Move one paragraph up
<Ctrl + down arrow>	Move one paragraph down
<Page up>	Up one window
<Page down>	Down one window
<Ctrl Page up>	Jump to top of window
<Ctrl Page down>	Jump to bottom of window
<Ctrl Home>	Jump to beginning of document
<Ctrl End>	Jump to end of document
<Shift + Arrows>	Select text
<Alt>	Access the pull-down menu
<Tab>	Jumps between fields in a dialog box
<Alt + Tab>	Switch between open applications
<Ctrl + Tab>	Switch between open files (in some programs)
<Escape>	Cancels out of temporary windows (ie. the options window in solitaire)
<Ctrl + Esc>	Start button

## Cut, Copy & Paste

Cut, copy and paste are not just for text. Many programs can cut and paste between each other. The best way to figure out which programs in which this works is to try it.

Method	Cut	Copy	Paste
<b>Left Handed</b>	<Ctrl + x>	<Ctrl + c>	<Ctrl + v>
<b>Right Handed</b>	<Shift + Del>	<Ctrl + Ins>	<Shift + Ins>
<b>Pull-Down Menus</b>	Go to "Edit" Pull Down Menu		
<b>Buttons</b>			
<b>Right-Click</b>	Click on object w/right mouse button		