

## USING SHORTCUT KEYS IN WINDOWS

There are many shortcuts that can be implemented when working with Windows Programs to save time and energy. Some of these shortcut key options are explained in the following table.

To	Press
Activate the menu bar in programs	F10
Carry out the corresponding command on the menu	ALT + underlined letter in menu
Close the current window in (MDI) programs.	CTRL+ F4
Close the current window or quit a program	ALT + F4
Copy	CTRL + C
Cut	CTRL + X
Delete	DELETE
Display Help on the selected dialog box item	F1
Display the current window's system menu	ALT + SPACEBAR
Display the shortcut menu for the selected item	SHIFT + F10
Display the Start menu	CTRL + ESC
Display the system menu for MDI programs	ALT + HYPHEN (-)
Paste	CTRL + V
Switch to the window you last used -Or- Switch to another window by holding down ALT while repeatedly pressing TAB	ALT + TAB
Undo	CTRL + Z