

#1 \$2 K3 **Windows Keys**

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Help Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

1# Keyboard\_topic

2\$ Windows Keys

3K keys;keyboard

#4 \$5 +6 K7 **Cursor Movement Keys**

<b>Key(s)</b>	<b>Function</b>
Arrow key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or Ctrl+Left Arrow	Moves to the beginning of a field.
Page Up or Page Down	Moves up or down in a field, one screen at a time.

4# cmk\_key\_pm

5\$ Cursor Movement Keys

6+ pro:0010

7K keys, cursor movement;cursor movement keys

#8 \$9 +10 K11 **Dialog Box Keys**

<b>Key(s)</b>	<b>Function</b>
Tab	Moves from field to field (left to right and top to bottom).
Shift+Tab	Moves from field to field in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Arrow key	Moves from option to option within a group of options.
Enter	Executes a command button. Or, chooses the selected item in a list box and executes the command.
Esc	Closes a dialog box without completing the command. (Same as Cancel)
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects item in a drop-down list box.
Spacebar	Cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash	Selects all the items in a list box.
Ctrl+Backslash	Cancels all selections except the current selection.
Shift+ Arrow key	Extends selection in a text box.
Shift+ Home	Extends selection to first character in a text box.
Shift+ End	Extends selection to last character in a text box

8# dbk\_key\_pm

9\$ Dialog Box Keys

10+ pro:0020

11<sup>K</sup> keys, dialog box;dialog box keys

#<sup>12</sup> \$<sup>13</sup> +<sup>14</sup> K<sup>15</sup> **Editing Keys**

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

12# ek\_key\_pm

13\$ Editing Keys

14+ pro:0030

15<sup>K</sup> keys, editing;editing keys

#<sup>16</sup> \$<sup>17</sup> +<sup>18</sup> K<sup>19</sup> **Help Keys**

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>Changes the pointer to {bmc helpicon.bmp} so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

16# hk\_key\_pm

17\$ Help Keys

18+ pro:0040

19<sup>K</sup> keys, help;help

#<sup>20</sup> \$<sup>21</sup> +<sup>22</sup> K<sup>23</sup> **Menu Keys**

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type, when a menu has focus.
Alt+Letter key	Pulls down the menu whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus of the main menu bar.
Up or Down Arrow	Moves among menu items within a drop-down menu.
Enter	Chooses the selected menu item.

20# mk\_key\_pm

21\$ Menu Keys

22+ pro:0050

23K keys, menu;menu keys

#<sup>24</sup> \$<sup>25</sup> +<sup>26</sup> K<sup>27</sup> **System Keys**

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <del>Help Keys</del> )

24# sk\_key\_pm

25\$ System Keys

26+ pro:0060

27K keys, system;system keys

#<sup>28</sup> \$<sup>29</sup> +<sup>30</sup> K<sup>31</sup> **Text Selection Keys**

<b>Key(s)</b>	<b>Function</b>
Shift+Left or Right Arrow	Selects text one character at a time to the left or right.
Shift+Down or Up	Selects one line of text up or down.
Shift+End	Selects text to the end of the line.
Shift+Home	Selects text to the beginning of the line.
Shift+Page Down	Selects text down one window. Or, cancels the selection if the next window is already selected.
Shift+Page Up	Selects text up one window. Or, cancels the selection if the previous window is already selected.
Ctrl+Shift+Left or Right Arrow	Selects text to the next or previous word.
Ctrl+Shift+Up or Down Arrow	Selects text to the beginning (Up Arrow) or end (Down Arrow) of the paragraph.
Ctrl+Shift+End	Selects text to the end of the document.
Ctrl+Shift+Home	Selects text to the beginning of the document.

28# tsk\_key\_pm

29\$ Text Selection Keys

30+ pro:0070

31K keys, text selection;text selection keys



#<sup>32</sup> \$<sup>33</sup> +<sup>34</sup> K<sup>35</sup> **Window Keys**

<b>Key(s)</b>	<b>Function</b>
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Arrow key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

32# wk\_key\_pm

33\$ Window Keys

34+ pro:0080

35<sup>K</sup> keys, window;window keys

