

Keyboard shortcuts

Move over Mister Mouse: When speed counts, the keyboard is still king! Almost all the actions and commands you can perform with a mouse you can perform faster using combinations of keys on your keyboard. These simple keyboard shortcuts can get you where you want to go faster than several clicks of a mouse. You'll work faster on spreadsheets and similar documents, too, because you won't lose your place switching back and forth between mouse and keys.

Try this example:

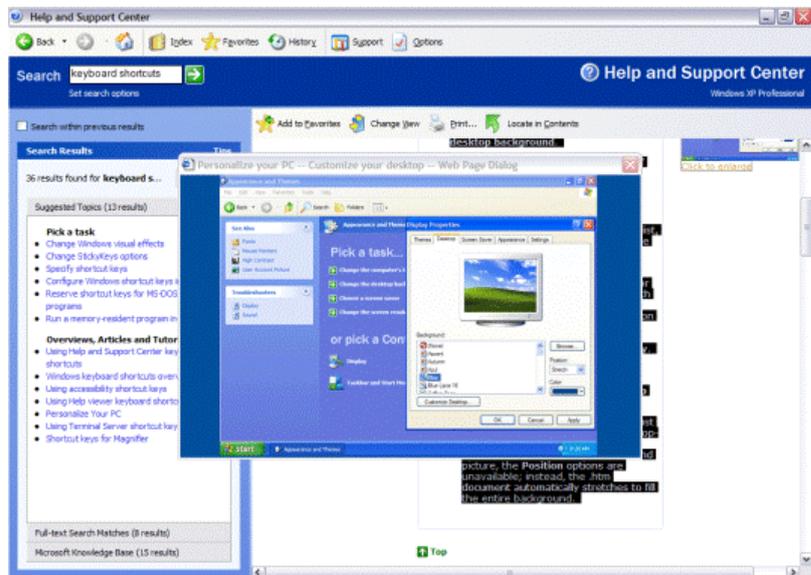
- Press the **Windows key** (WinKey) - found between the Ctrl and Alt keys - to open the **Start Menu**.
- Press the **cursor keys** to move around the menu items.
- Press the **Enter key** to open a highlighted item.
- Press the **Alt** and **F4** keys simultaneously to close the item.

You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using keyboard shortcuts. Keyboard shortcuts may also make it easier for you to interact with your computer.

Customize your desktop's background

1. Click **Start**, and then click **Control Panel**.
2. Click **Appearance and Themes**.
3. Under **Pick a task**, click **Change the desktop background**.
4. On the **Desktop** tab, do one or more of the following:

- In the **Colour** box, select a colour.
- In the **Background** list, click a background picture. In the **Position** list, click **Centre**, **Tile**, or **Stretch** to define how your picture will be displayed.
- Click **Browse** to search for a background picture in other folders or on other drives. You can use files with the following extensions: .bmp, .gif, .jpg, .dib, .png, or .htm. In the Position list, click **Centre**, **Tile**, or **Stretch** to define how your picture will be displayed, and then click **OK** or **Apply**.
- If you want to use a picture from a Web site, on the site, right-click the image, and then click **Set as Desktop Background**.
- To see a coloured background you must select **none** from the **Background** drop-down menu. Also, if you choose an .htm document as your background picture, the **Position** options are unavailable; instead, the .htm document automatically stretches to fill the entire background.



Press	To
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
ALT+ Enter	Displays the properties of the selected object.
ALT+SPACEBAR	Opens the shortcut menu for the active window.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+TAB	Switch between open items.
ALT+ESC	Cycle through items in the order they were opened.
F6	Cycle through screen elements in a window or on the desktop.
F4	Display the Address bar list in My Computer or Windows Explorer.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
CTRL+ESC	Display the Start menu.
ALT+ Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
F10	Activate the menu bar in the active program.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
LEFT ARROW	Open the next menu to the left, or close a submenu.
F5	Refresh the active window.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
ESC	Cancel the current task.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.