

Procedure Definitions

Mouse Arrow--This is the arrow that appears on the screen. It allows you to point to items on the screen.

Dragging and Dropping--This is a procedure for moving an object on your screen from one place to another using your mouse. You simply place the mouse pointer over the item you wish to move, left click and hold the button down, move the mouse until the object is where you want it, and release the button when it is where you want it. This is one way to organize your desktop icons in the way you want.

Hover--When you move your mouse pointer over an object such as “All Programs” in the start menu, after a few seconds, an action occurs, such as menu items popping out for your selection. Hovering is often used in Web pages on the World Wide Web.

KEYBOARD SHORTCUT--A keyboard shortcut is simply a faster way to accomplish common tasks. You will use many of these as we go through the course.

File Menu Shortcuts

Ctrl+N= Create a New Document
Ctrl+O Open
Ctrl+S= Save
Ctrl+W= Close Document
Ctrl+P= Print
Ctrl+Q= Quit

Edit Menu Shortcuts

Ctrl+A= Select All
Ctrl+C= Copy
Ctrl+X= Cut
Ctrl+V= Paste
Ctrl+F= Find
Ctrl+H= Replace
Ctrl+G= Go to Page

Font Format shortcuts

Ctrl+B= Bold
Ctrl+U= Underline
Ctrl+I= Italic

Text Format Shortcuts

Ctrl+R= Right Align Text
Ctrl+L= Left Align Text
Ctrl E= Center
Ctrl+J= Justify Text

Undo or the “Ooops Key”

CTRL+Z Undo the last action

Redo

CTRL+Y Redo the last action

To find out about all the Windows shortcuts available, click the Start button, and then go to “Help and Support.” When the help screen opens, type “Keyboard Shortcuts” in the search box, and then press enter. The most useful topic is “Windows keyboard shortcuts overview.” Click this and you will see all available windows shortcuts.