Learning to Type

There are plenty of places online that you can help you learn how to type for free. I highly suggest that you go to one of these sites and try and get your touch-typing (meaning you don't have to look at the keyboard) speed up to 30+ wpm (words per minute) without any mistakes. A couple of free places to go:

http://www.typeonline.co.uk/index.html
http://www.freetypinggame.net/
http://www.onlytypinggames.com/

Useful Windows Keyboard Shortcuts

(Highlighted items are ones I suggest you learn)

CTRL program key combinations
- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic
- CTRL+A: Select all the items in the current window
- CTRL+ESC: Opens the **Start** menu (use the ARROW keys to select an item)
- CTRL+SHIFT+ESC: Opens Windows Task Manager (so you can kill a program)

- CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program (like Internet Explorer, or Firefox)

- CTRL + HOME: Go to beginning of a document.
- CTRL + END: Go to the end of a document
- CTRL+F4: Closes the current Multiple Document Interface (MDI) window

MOUSE click/keyboard modifier combinations
- SHIFT+right click: Displays a shortcut menu containing alternative commands
- SHIFT+double click: Runs the alternate default command (the second item on the menu)
- SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin
- SHIFT+click+**Close** button: For folders, close the current folder plus all parent folders
- **To copy a file:** Press and hold down the CTRL key while you drag the file to another folder.
- **To create a shortcut:** Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder.

FUNCTION program key combinations
- F1: Starts Windows Help
- F2: Rename object
- F3: Find all files
- F4: Selects the **Go To A Different Folder** box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refreshes the current window.
- F6: Moves among panes in Windows Explorer

- F10: Activates menu bar options
- F12: "Save as"
- SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object

ALT program key combinations
- ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- ALT+DOWN ARROW: Opens a drop-down list box
- ALT+SPACE: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)
- ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's **System** menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window)
- ALT+*underlined letter in menu*: Opens the menu (use with F10, and ESC to go back)
- ALT+F4: Closes the current window
- ALT+double click: Displays properties
- ALT+ENTER: Open the properties for the selected object

Windows Explorer Tree control
- Numeric Keypad *: Expands everything under the current selection
- Numeric Keypad +: Expands the current selection
- Numeric Keypad -: Collapses the current selection.
- RIGHT ARROW: Expands the current selection if it is not expanded, otherwise goes to the first child
- LEFT ARROW: Collapses the current selection if it is expanded, otherwise goes to the parent
- BACKSPACE: Switch to the parent folder

Accessibility shortcuts
- Press SHIFT five times: Toggles StickyKeys on and off
- Press down and hold the right SHIFT key for eight seconds: Toggles FilterKeys on and off
- Press down and hold the NUM LOCK key for five seconds: Toggles ToggleKeys on and off
- Left ALT+left SHIFT+NUM LOCK: Toggles MouseKeys on and off
- Left ALT+left SHIFT+PRINT SCREEN: Toggles high contrast on and off

WINDOWS LOGO program key combinations
- Windows Logo: **Start** menu
- Windows Logo+R: **Run** dialog box (then type in name of program you want to run)
- Windows Logo+M: Minimize all
- SHIFT+Windows Logo+M: Undo minimize all
- Windows Logo+F1: Help
- Windows Logo+E: Windows Explorer
- Windows Logo+F: Find files or folders
- Windows Logo+D: Minimizes all open windows and displays the desktop
- Windows Logo+TAB: Cycle through taskbar buttons
- Windows Logo+Break: **System Properties** dialog box

Dialog box keyboard commands
- TAB: Move to the next control in the dialog box
- SHIFT+TAB: Move to the previous control in the dialog box
- SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.
- ENTER: Equivalent to clicking the selected button (the button with the outline)
- ESC: Equivalent to clicking the **Cancel** button
- ALT+*underlined letter in dialog box item*: Move to the corresponding item