Standard Windows Keyboard Layout

&

Keyboard Shortcuts

Desktop keyboard

Laptop keyboard
Explanation of the Keys on a Windows QWERTY Keyboard

"The name "QWERTY" for our computer keyboard comes from the first six letters in the top alphabet row (the one just below the numbers). It is also referred to as the "Universal" keyboard. It was the work of inventor C. L. Sholes, who put together the prototypes of the first commercial typewriter in a Milwaukee machine shop back in the 1860's. This key layout prevents the keys from jamming on the old typewriters".

Keyboard Layouts: There are two major English Language computer keyboard layouts, the United States layout and the United Kingdom layout. In Australia and English speaking Canada, the U.S. Keyboard is used. The UK keyboard has additional keys added for the Pound and Euro currency symbols and some other special symbols are in a different location. So when you are installing a new operating system select the U.S. Keyboard layout.

Keyboard Short Cuts are a Single Function Key or combinations of two or more keys that perform a task that would typically require searching through a menu system and using the mouse. Key combinations will include the CTRL, Alt and Shift Keys Plus one of the Function Keys or a letter key. There is also a special function key with the Windows Logo on it and on laptops a key with FN on it.

Equivalent to clicking the Cancel button. In PowerPoint the Esc key will stop a running slide show. On a web page with animations, the Esc key will stop the animations. On a web page that is loading, the Esc key will stop the page from loading. The keyboard combination Ctrl + Esc will open the Start Menu.
Function Keys: All Computer keyboards have a row of Function Keys across the top of the keyboard marked F1 to F12. They have a variety of different uses or no use at all, depending on the Operating System and which program is running. When combining the ALT or CTRL key with the Function Key, the number of uses is greatly increased. Example: pressing F1 will normally open a Help Menu or pressing ALT + F4 will close the open window. Laptops have an additional Key labelled FN to further expand the use of the Functions Keys. Function Keys and Keyboard shortcuts are explained in detail below.

Print Screen/SysRq

Usually located at the upper right hand corner of your keyboard next to the Scroll Lock and Pause/Break keys. Often abbreviated PrtScr, the Print Screen key is a useful key supported on most PCs. Some graphics programs and Windows, use the Print Screen key to obtain Screen Captures which are stored in the Clipboard.

Scroll Lock

This key is not frequently used and some keyboards may lack the Scroll Lock key. It was used on older programs to lock all scrolling techniques, but with the advent of the Wheel Mouse and Scrollbars it fell out of use.

Pause/Break

This key is not frequently used. Software developers use this key to Pause execution of program code when testing or it can be used to pause screen output by the BIOS or DOS outputs. OR in combination with the Windows
Key:

Displays the **Systems Properties** dialog box.

**Tab**

This key can be used to move forward through options in a dialog box or move the text insertion point a set number of spaces.

Ctrl + Shift + Tab can be used to move backward through the options.

Ctrl + Tab allows movement from one open window to the next in an application with more than one open window.

Alt + Tab displays a list of open application windows. Keeping Alt depressed and selecting Tab cycles through the list. Releasing selects the highlighted application window.

**Caps Lock**

Locks the keyboard in "Capitals" mode (only applies to Alpha keys). The Caps Lock key should be used with caution. Using ALL CAPS is a usability no-no as many have difficulty scanning text that is ALL CAPS. Also, when sending email in all caps, this could be misconstrued as shouting at someone.

**Shift**

The obvious use of this key is to allow selection of capital letters when depressing the alphabet characters, or selecting the characters above other non-alpha keys.
Depress the Shift key while inserting a CD-ROM will bypass auto play.

Shift + Delete to permanently delete a selected item, bypasses the Recycle Bin.

Special Keys used in conjunction with other keys to form Keyboard Short Cuts. The FN key will only be found on Laptops and is used to access the secondary function printed on the Key.

Insert a space between words. It is suggested that you utilize Tabs (or other formatting commands) to put distance between elements. Using the space bar to insert visual space works but would not be considered a best practice in page design. Double spaces between sentences are no longer required. This is a carryover from the days of fixed width fonts on a typewriter such as Courier, Orator, Prestige Elite, etc.

Pressing the Space Bar while viewing a web page in Internet Explorer will scroll the page downwards. Shift + Space Bar will scroll the page upwards.

Creates a new Paragraph `<p>` (¶) or what is referred to as a **Hard Return**. In any dialog box a selected button or command can be selected by depressing this key. Selected buttons can be recognized by their darker (dotted) borders, or what is referred to as Focus.
Creates a new **Line Break** `<br>` or what is referred to as a **Soft Return**.

`Shift` + `Arrow`

**Shift + Arrow Up, Down, Left or Right.** Position your cursor at the beginning of the area you wish to highlight for copying. Now use the up, down, left or right arrow keys to select areas of content to be highlighted, copied, pasted, etc.

`Backspace`

While working with text, use this key to delete characters to the left of the insertion point.

`Insert`

While working with text, use this key to toggle Insert or Type Over (replace) text as you type. In newer version of Word this Function has to be enabled in the Options Menu.

`Home`

Go to beginning of line or depress and hold the Ctrl key as you select Home to go to the Beginning of the document.

`Page Up`

In a browser window use the Page Up key to move up one full screen on a web page.

`Delete`

While working with text, use this key to delete characters to the right of the insertion point. This key can also be used to delete selected files. If you use
the keyboard combination Shift + Delete the item is permanently deleted, 
bypassing the Recycle Bin.

End

Go to End of Line or depress and hold the Ctrl key as you select End to go to 
the End of the document.

Page Down

In a browser window or text editor, use the Page Down key to move down 
one full screen on a web page.

Up Arrow

Navigate in a document to the line above. Hold the Ctrl key down as you 
press this key to move to the beginning of the second line above.

Right Arrow

Navigate in a document one character to the right. Hold the Ctrl key down as 
you press this key to move one word to the right.

Down Arrow

Navigate in a document to the line below. Hold the Ctrl key down as you 
press this key to move to the beginning of the second line below.

Left Arrow

Navigate in a document one character to the left. Hold the Ctrl key down as 
you press this key to move one word to the left.

**Function Keys & Keyboard Shortcuts**
Functions Keys and Keyboard Shortcuts are dependent on what program is open.

**Windows 7 Desk Top**

- **F1** - Windows Help and Support
- **F2** - Rename selected object.
- **F3** - Search
- **Alt + F4** - Close the current window or opens the Windows Shutdown Screen
- **F5** - Refresh the Desktop
- **F6** - Shows the Task Bar if Hidden and cycles through Items on the Taskbar.
- **F8** - Safe Mode. Must press this key before Operating System Loads.
Ctrl + A - Select All desktop icons (be careful with this one) ESC will cancel

Ctrl + N - Opens Windows Explorer.

Ctrl + ESC - Opens Start Menu

Ctrl + Shift + ESC - Task Manager

Ctrl + Alt + Del - Opens Menu on Welcome Screen

- Displays the Start Menu.

+ Home - Minimise all but the active window to the taskbar.

+ Space - Makes all Windows transparent to see through to the Desktop.

+ Up Arrow - Maximise the active window.
+ Down Arrow - Minimise the current window to the desktop or restore the window.

+ Right or Left Arrows - Dock the Window to left or right side of the desktop.

+ "+" or "-" - Zoom In or Out.

+ D - Minimizes all windows and shows the Desktop. Toggle restores all windows.

+ F - Opens Search

+ G - Cycle through Gadgets on the Desktop.

+ I - Opens Yahoo Messenger if Yahoo Mail is Open

+ L - Locks the computer.

+ M - Minimizes all open windows.
- **Window** + **N** - New Message in Yahoo Mail

- **Window** + **P** - Change the presentation output setting of the display or projector.

- **Window** + **R** - Displays the **Run** command.

- **Window** + **T** - Cycles through programs on the Taskbar.

- **Window** + **U** - Opens "Ease of Access Centre" in Windows 7.

- **Window** + **F1** - Displays the **Windows Help** menu.

- **Window** + **Tab** - Cycle through the buttons on the **Task Bar**.

- **Alt** + **Enter** - Displays a selected items properties. This can also be done with **Alt** + double-click.

- **Alt** + **PrtScn** - Captures the top window of the active application.
**Windows Explorer**

- **Ctrl + E** - Opens Windows Explorer

- **Ctrl + N** - Opens a new instance of Windows Explorer on the same folder

- **F1** - Windows Help and Support

- **F2** - Rename selected object.

- **F3** - Search

- **F4** - Move the insertion point to the address bar, and display the contents of the drop down list.

- **Alt + F4** - Close Window

- **F5** - Refresh
F6 OR TAB - Cycles through Elements (available in Details View only)

F11 - Toggle Full Screen Mode

Ctrl - Depressing the Ctrl key while clicking allows multiple selections.

Ctrl + Shift + N - Create a New subfolder in the Current Folder.

Ctrl + Shift + E - Expands navigation pane to the Current Folder.

Alt + Enter - Show properties of the selected file

Alt + D - Move the focus to the address bar, and select the current path

Alt + P - Toggles the preview pane on or off.

Alt + Up Arrow - Go Up One Level

Alt + Right Arrow - Go Forward
Alt + Left Arrow - Go Back

Shift + F10 - Open Shortcut menu for selected item. Same as Right Click.

**Internet Explorer and Firefox**

Shortcuts work in Internet Explorer and Firefox except as noted.

F1 - Windows Help and Support. IE only.

F3 - Opens Find Tool Bar.

F4 - History. IE only.

Alt + F4 - Close Window

F5 - Refresh Web Page.

F6 - Tabs between Text Boxes.
F7 - Turns on/off Caret Browsing. IE only.

F10 - Opens Menu Bar. Same as Alt key.

Shift + F10 - Same as Right Click

F11 - Full Screen

F12 - Web Developer Tools. IE only.

Ctrl + A - Select All items on web page. (not a good idea)

Ctrl + B - Organize Favourites. Bookmarks in Firefox.

Ctrl + C - Copy Selected Item.

Ctrl + D - Add a Favourite. Bookmarks in Firefox.

Ctrl + E - Go to Address Bar and expand. IE only.
Ctrl + F - Find on this page. Close with ESC.

Ctrl + G - FEEDS - Opens on right side. Close with ESC. Find in Firefox.

Ctrl + H - HISTORY - Opens on right side Close with ESC. Left side in Firefox.

Ctrl + I - FAVOURITES - Opens on right side Close with ESC. Left side in Firefox.

Ctrl + J - View Downloads

Ctrl + K - Open current page in New Tab. Go to Search Field in Firefox.

Ctrl + L - Go To Address Bar.

Ctrl + N - Open current page in a New Window.

Ctrl + O - OPEN dialog box.
Ctrl + P - Print the Current page.

Ctrl + R - Refresh current page.

Ctrl + S - Save the Current page.

Ctrl + T - Open a New Tab. Opens new Blank Tab in Firefox.

Ctrl + U - Show Source Code for current web page. Firefox only

Ctrl + V - Paste

Ctrl + W - Close current Tab or close I.E. if only one tab open

Ctrl + X - Cut selected item and copy to clipboard.

Ctrl + + - Zoom In
Ctrl + - - Zoom Out

Alt - Toggles Menu Tool Bar on/off

Alt + Home - Go to HOME Page

Alt + left/right arrows: In a browser; moves forward or back through the pages visited in a window.

Esc - Stop Down Loading a Web Page

**Microsoft Word 2011**

F1 - Help

F2 - Move Text

F3 - Insert Auto Text

F4 - Repeat the Last Action
F5 - Go To (Home Tab)

F6 - Go to Next Pane or Frame

F7 - Spell Check

F8 - Extend a selection

F9 - Update the selected fields

F10 - Menu Mode

F11 - Go to the next field

F12 - Save As

Ctrl + F1 - Expand or collapse the Ribbon
Ctrl + F2 - Print Preview

Ctrl + F3 - Cut to the Spike

Ctrl + F4 - Close the Window

Ctrl + F5 - xxxxx

Ctrl + F6 - Go to the Next Window

Ctrl + F7 - xxxxx

Ctrl + F8 - xxxxx

Ctrl + F9 - Insert and empty field

Ctrl + F10 - Maximize the Document Window

Ctrl + F11 - Lock a Field
Ctrl + F12 - OPEN

Alt + F1 - Go to the next Field

Alt + F2 - xxxxx

Alt + F3 - Create a new Building Block

Alt + F4 - EXIT the Program

Alt + F5 - Restore the program window size

Alt + F6 - Move from an open dialog box back to the document

Alt + F7 - Find Next (misspelling)

Alt + F8 - Run a Macro
Alt + F9 - Switch between all field codes and their results

Alt + F10 - Display the Selection and Visibility Task Pane

Alt + F11 - Display Visual Basic Code

Alt + F12 - xxxxx

Shift + F1 - Start context sensitive help or reveal formatting.

Shift + F2 - Copy Text

Shift + F3 - Change the Case of letters

Shift + F4 - Repeat a Find or Go to Action

Shift + F5 - Move to the last Change

Shift + F6 - Go to the previous pane or frame
**Shift** + **F7** - Thesaurus

**Shift** + **F8** - Reduce the size of a selection

**Shift** + **F9** - Switch between a field code and its result

**Shift** + **F10** - Display a shortcut menu

**Shift** + **F11** - Go to the previous Field

**Shift** + **F12** - SAVE

**Ctrl** + **A** - Select **All** items

**Ctrl** + **B** - Add or remove **Bold** formatting to selected text.

**Ctrl** + **C** - **Copy**, places the **selected/highlighted** copy on the clipboard.
- Ctrl + C + C - Opens the clipboard

- Ctrl + D - Opens the Font Menu

- Ctrl + E - Text Align "Centre"

- Ctrl + F - Opens the **Find and Replace** dialog box on the Find Tab.

- Ctrl + G - Opens the **Find and Replace** dialog box on the Go To Tab.

- Ctrl + H - Opens the **Find and Replace** dialog box on the Replace Tab.

- Ctrl + I - Add or remove *Italic* formatting to selected text.

- Ctrl + J - Text Align "Justify"

- Ctrl + K - Insert Hyperlink

- Ctrl + L - Text Align "Left"
**Ctrl** + **M** - Tab 5 spaces (moves the text insertion point)

**Ctrl** + **N** - New Document

**Ctrl** + **O** - **Open**, select a file to open.

**Ctrl** + **P** - **Print**

**Ctrl** + **R** - Text Align "Right"

**Ctrl** + **S** - **Save**

**Ctrl** + **T** - Tab 5 spaces (moves only the Tab Marker)

**Ctrl** + **U** - Add or remove **Underline** formatting.

**Ctrl** + **V** - **Paste**, inserts the copy on the clipboard into the area where your flashing cursor is positioned or the area you have selected/highlighted.
**Ctrl + W** - **Close**, will close the document currently open.

**Ctrl + X** - **Cut**, removes the selected/highlighted copy and places it on the clipboard.

**Ctrl + Y** - **Redo** last command. Many software programs offer multiple Redo's by pressing Ctrl + Y + Y + Y...

**Ctrl + Z** - **Undo** last command. Many software programs offer multiple Undo's by pressing Ctrl + Z + Z + Z...

**Ctrl + Esc** - Open the Start menu.

**Ctrl + Shift + Esc** - Opens Task Manager.

**Ctrl + Home** - Go to Beginning of Document

**Ctrl + End** - Go to End of Document
**Alt + Space Bar** - Displays the current window's system menu.

This is the same as left clicking on the application icon at the top left of the window.

### Keypad Keys

**Num Lock**

If you want to use the numeric keypad on the right end of the keyboard to display numbers, the Num Lock key must be selected (usually a light above the Num Lock will indicate that it is on). If you want to use the keypad to navigate within a document, turn off Num Lock by pressing the key (the light will go off).

Laptops that do not have a separate Number Keypad may have the Keypad printed on some of the letter keys. See the Laptop Keyboard Picture at the top of this document. Pressing the F11 Function key will turn on/off this keypad. If you press the letter "J" and get "1" instead you have the number keypad turned on.

### Explanation of the **Alt** Key

1. The **Alt** by itself will open the MENU Tool Bar in both Internet Explorer and Firefox.

2. In older versions of Word the Alt key will open the items on the Menu Bar that are underlined. Alt F opens File, Alt E opens Edit and so on.
3. In newer versions of Word with the Ribbon Tool bar, the Alt key turns on Letters for each different section of the Ribbon and pressing that letter will take you to that section or tab. Example Alt + N opens the Insert Tab on the Ribbon Tool Bar followed by a letter being assigned to each item. Alt + N + I opens the Insert Hyperlink Dialog Box.

For more on the ALT Key and the Character Map: [Click Here!](#)

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