Computer Basics

The Keyboard

Escape Key

Function Keys

Keyboard Control Keys

Main Keyboard

Arrow Keys

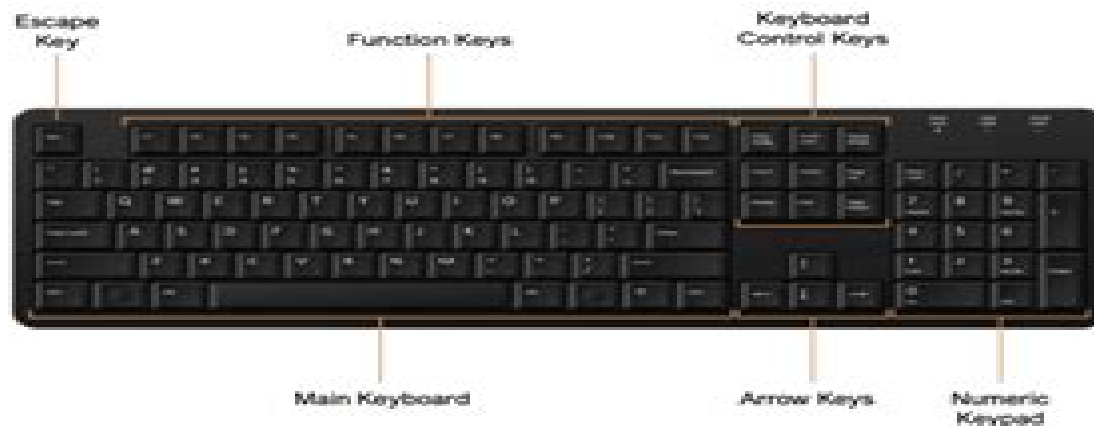Numeric Keypad

Keyboard Shortcuts

Use a Keyboard Shortcut: Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open	**Ctrl + O**
New	**Ctrl + N**
Save	**Ctrl + S**
Print	**Ctrl + P**
Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Select All	**Ctrl + A**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Bold	**Ctrl + B**
Italicize	**Ctrl + I**
Underline	**Ctrl + U**
Left Align	**Ctrl + L**
Center Align	**Ctrl + E**
Right Align	**Ctrl + R**
Find	**Ctrl + F**
Replace	**Ctrl + H**

The Mouse

Left Mouse Button

A left mouse click can do things like select an option or a file, or open a menu or link.
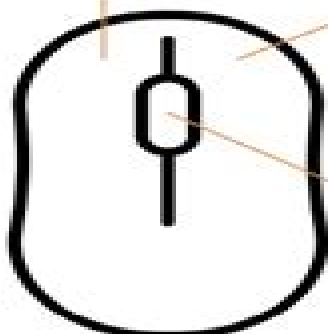
Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

Scroll Wheel

Turn this wheel to move up and down a page.

Toolbars, Ribbons, and Menus

Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.

Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.

Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.

[Computer Basics Custom Guide](#)

Russ Walter

Computer Basics Custom Guide:

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