

KEYBOARD COMMANDS/SHORTCUTS

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Why is it important to use keyboard commands/shortcuts?

- Most individuals use a conventional keyboard with the 10-key on the right side. Keyboard commands reduce extended reaching for a pointing device – particularly if you use a pointing device with the right arm.
- Most individuals also use a pointing device for many functions. Therefore, the right arm is used frequently and the left arm is used less frequently. Keyboard commands/shortcuts “balance” the use of the right and left hands.
- Ctrl + C and Ctrl + V are only two very basic keyboard commands – there are dozens more that will reduce exposure to risk factors for musculoskeletal disorders of the right upper extremity.

Use the Ctrl key to locate the pointer instead of “shaking” or “wiggling” the mouse. Go to...
Control panel > Mouse > Pointer options

Microsoft Office

Hit the Alt key to see the letters on the ribbon – the letters are keyboard commands/shortcuts. More detailed information on the reverse side of this page.

Arrows and Page Up/Page Down

Use these functions instead of a pointing device

Check out the following website for extensive lists of keyboard commands/shortcuts

www.shortcutworld.com

SAP

https://wcupa.edu/Information/AFA/SAP/Shortcut_Keys.pdf

<http://www.lomag-man.org/informatique/sap%20cours/personnalisation%20utilisation/butons%20usuels.pdf>

Multiple screens

Using more than one screen requires using a pointing device to navigate between the multiple screens. Consider one of the following software options that enable you to move the pointer between screens using a keystroke instead of a pointing device:

- Ultramon
- Multi Monitor Mouse

Apps

There are many free apps for your smart phone that will teach you keyboard commands/shortcuts.

Microsoft Keyboard Shortcuts

Windows Logo (Display or hide the Start menu)

Windows Logo+BREAK (Display the System Properties dialog box)

Windows Logo+D (Display the desktop)

Windows Logo+M (Minimize all of the windows)

Windows Logo+SHIFT+M (Restore the minimized windows)

Windows Logo+E (Open My Computer)

Windows Logo+F (Search for a file or a folder)

Windows Logo+F1 (Display Windows Help)

Windows Logo+ L (Lock the workstation)

General Windows keyboard shortcuts

CTRL+C (Copy)

CTRL+X (Cut)

CTRL+V (Paste)

CTRL+Z (Undo)

DELETE (Delete)

CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)

F2 key (Rename the selected item)

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 in a document)

CTRL+A (Select all)

F3 key (Search for a file or a folder)

ALT+F4 (Close the active item, or quit the active program)

CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)

ALT+TAB (Switch between the open items on the toolbar)

F5 key (Update or 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-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

CTRL+SHIFT+ESC (Open Task Manager)