

# The Improv Presents Windows 95 for the Technically Challenged by Graphix Zone

## Keyboard Shortcuts

Keyboard shortcuts are keystrokes that replace using the mouse to click on buttons and other objects. Here are shortcuts for some of the more essential tasks you'll need to perform.

To open the **Taskbar** menu **press and hold down Control while pressing <Escape>**. Use the **arrow key** to highlight your selection. Then press **<Enter>**.

Menus can be accessed by combining the **<Alt> key with the underlined letter in the menu name**. For example, **<Alt> <F>** opens the file menu. Hold the **<Alt>** key and press the **<V>** key to display the view menu.

You can perform file, editing another operations within a menu by combining the control key with another key. These shortcuts are also listed down the right side of the pull down menus. Some common shortcuts are **<Ctrl> <Z>** for undo, **<Ctrl> <C>** for copy, **<Ctrl> <X>** for cut, **<Ctrl> <V>** for paste, **<Ctrl> <A>** for Select All and **<Ctrl> <O>** for open.

The **Cursor controls within the menus are: <Up Arrow>, <Down Arrow>, <Left Arrow>, <Right Arrow>, <Escape>** and **<Enter>**. A menu item with an underlined letter and no combination key shortcut can be activated by simply pressing on the key of the letter that is underscored. For example, **exit** is carried out with the **<X>** key.

Inside a dialog box, press **<Tab>** to **move from area to area**, then **Scroll** down the list with the **arrow keys** until you reach the file you want and press **<Enter>**. Press **<Alt> <F>** and then **<X>** to **Exit**. Use the **Spacebar** to check the boxes.

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