

#1 \$2 +3 K4 **Keyboard**

Choose from the list below to get help on the keyboard for the following programs:

**Menu**

Menu Keys

**Program Manager**

Program Manager Keys

**Windows**

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Help Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

<sup>1</sup> ALL\_KEYBOARD

<sup>2</sup> Keyboard

<sup>3</sup> wwmain:010;idx:0020

<sup>4</sup> keys;Program Manager;Windows

#5 \$6 +7 K8 **Program Manager Keys**

Key(s)	Function
Direction keys	Move among items within a group window.
Ctrl+F6 or Ctrl+Tab	Moves among group windows and icons.
Enter	Starts the highlighted program.
Shift+F4	Tiles the open windows.
Shift+F5	Cascades the open windows.
Ctrl+F4	Closes the active group window.
Alt+F4	Exits Windows.

<sup>5</sup> pmk\_key\_pm

<sup>6</sup> Program Manager Keys

<sup>7</sup> pro:0005;keys:010

<sup>8</sup> keys;Program Manager

#9 \$10 +11 **Windows Keys**

Cursor Movement Keys

Dialog Box Keys

Editing Keys

Help Keys

Menu Keys

System Keys

Text Selection Keys

Window Keys

<sup>9</sup> WINDOWS\_KEYS

<sup>10</sup> Windows Keys

<sup>11</sup> keys:015

#12 \$13 +14 K15 **Cursor Movement Keys**

Use the following keys to move the cursor (insertion point) in text boxes and other places where you can type text.

Key(s)	Moves the insertion point
Up Arrow	Up one line.
Down Arrow	Down one line.
Right Arrow	Right one character.
Left Arrow	Left one character.
Ctrl+Right Arrow	Right one word.
Ctrl+Left Arrow	Left one word.
Home	To the beginning of the line.
End	To the end of the line.
PgUp	Up one window.
PgDn	Down one window.
Ctrl+Home	To the beginning of the document.
Ctrl+End	To the end of the document.

<sup>12</sup> cmk\_key\_pm

<sup>13</sup> Cursor Movement Keys

<sup>14</sup> pro:0010

<sup>15</sup> keys;cursor

Use the following keys within dialog boxes.

Key(s)	Function
Tab	Moves from option to option (left to right and top to bottom).
Shift+Tab	Moves from option to option in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Direction key	Moves the selection cursor from option to option within a group of options. Or moves the cursor left, right, up, or down within a list or text box.
Home	Moves to the first item or character in a list or text box.
End	Moves to the last item or character in a list or text box.
PgUp or PgDn	Scrolls up or down in a list box, one window at a time.
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects an item in a drop-down list box.
Spacebar	Selects or cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash (/)	Selects all the items in a list box.
Ctrl+Backslash (\)	Cancels all selections except the current selection.
Shift+direction key	Extends the selection in a text box.
Shift+Home	Extends the selection to first character in a text box.
Shift+End	Extends the selection to last character in a text box.
Enter	Executes a command button. Or chooses the selected item in a list box and executes the command.
Esc or Alt+F4	Closes a dialog box without completing the command.

<sup>16</sup> dbk\_key\_pm

<sup>17</sup> Dialog Box Keys

<sup>18</sup> pro:0015

<sup>19</sup> keys;dialog boxes

Use the following keys to edit text.

Key(s)	Function
Backspace	Deletes the character to the left of the insertion point. Or deletes selected text.
Del	Deletes the character to the right of the insertion point. Or deletes selected text.
Ctrl+X	Deletes the selected text and places it on Clipboard. (Cut)
Ctrl+V	Inserts text from Clipboard to the active window. (Paste)
Ctrl+C	Makes a copy of the selected text and places it on Clipboard. (Copy)
Alt+Bksp	Undoes the previous editing operation.

<sup>20</sup> ek\_key\_pm  
<sup>21</sup> Editing Keys  
<sup>22</sup> pro:0020  
<sup>23</sup> keys;editing

Use the following keys to get Help.

Key(s)	Function
F1	Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the Index to Using Help. In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.
Shift+F1	Changes the pointer to a question mark with an arrow so you can get Help on a specific command, screen region, or key. You can then choose the command, click the screen region, or press the key or key combination you want to know more about. This feature is only available in some Windows applications.

Use the following keys to select menus and choose commands.

Key(s)	Function
Alt or F10	Selects the first menu on the menu bar.
Letter key	Chooses the menu or menu item whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus.
Up or Down Arrow	Moves among menu items.
Enter	Chooses the selected menu item.
Esc	Cancels the selected menu.



The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
PrtSc	Copies an image of the screen contents onto Clipboard.
Alt+PrtSc	Copies an image of the active window onto Clipboard.
Alt+F4	Closes the active application window.
Ctrl+F4	Closes the active document window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> .)

<sup>32</sup> sk\_key\_pm  
<sup>33</sup> System Keys  
<sup>34</sup> pro:0035  
<sup>35</sup> keys;system keys

#36 \$37 +38 K39 **Text Selection Keys**

The following keys can be used in most Windows applications. However, some of the keys listed here might not work in all places where you can select text or in all applications. Check the Keyboard topic in the application's Help for more information about applicable keys.

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right. Or, if the character is already selected, cancels the selection.
Shift+Down or Up Arrow	Selects one line of text up or down. Or, if the line is already selected, cancels the selection.
Shift+PgUp	Selects text up one window. Or, if the previous window is already selected, cancels the selection.
Shift+PgDn	Selects text down one window. Or, if the next window is already selected, cancels the selection.
Shift+Home	Selects text to the beginning of the line.
Shift+End	Selects text to the end of the line.
Ctrl+Shift+Left Arrow	Selects the previous word.
Ctrl+Shift+Right Arrow	Selects the next word.
Ctrl+Shift+Home	Selects text to the beginning of the document.
Ctrl+Shift+End	Selects text to the end of the document.

<sup>36</sup> tsk\_key\_pm  
<sup>37</sup> Text Selection Keys  
<sup>38</sup> pro:0040  
<sup>39</sup> keys;text;selecting

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Direction key	Moves a window when you have chosen Move from the Control menu. Or changes the size of a window when you have chosen Size from the Control menu.

## #44 #45 +46 K47 **Menu Keyboard Commands**

If you prefer, you can use the keyboard instead of the mouse to make selections.

- Press TAB or SHIFT+TAB to move the focus backward or forward through the dialog box options.
- To choose from a group of radio buttons or select an item from a list box, press the arrow keys to move the focus to the item you want.
- Press Enter to choose the default button (usually the one labeled OK) or the button in focus.
- Press ESC to choose Cancel.

### **Help Keys**

Applications Manager Help is available in each module in **Applications Manager** by selecting Help from the menu bar. Most dialog boxes also have a Help button which, when pressed, displays help information pertaining to that particular dialog box.

Application Help is customized help that the LAN Administrator makes available to the user on particular application procedures. Customized help can be created for Groups, Subgroups, and Items in **Applications Manager**.

In **Applications Manager**, customized help is available to users by selecting a menu item and pressing SHIFT + F1.

### **Using Shortcut Keys**

A shortcut key is a direct key sequence that bypasses the menu bar and takes you directly to the dialog box or performs the command. Shortcut keys (where applicable) are listed on the drop-down menus from the . Take notice of the shortcut keys and use them to work faster.

To execute a shortcut key, simultaneously press the appropriate key combinations. If a ^ (caret) character is displayed, it indicates that the CTRL key must be held as the letter is typed and then released. Shortcut keys may also include ALT, INS, DEL and SHIFT keys.

<sup>44</sup> WW\_KEYBOARD

<sup>45</sup> Menu Keyboard Commands

<sup>46</sup> keys:005;

<sup>47</sup> Keyboard;Help keys;Shortcut keys