

# Shortcuts on your Keyboard



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## 1. Quick access to your files: Windows + E.



Windows Explorer is the way to access your files and documents, but opening it usually involves going to the desktop or Start Menu. Holding down the 'Windows' key and then pressing 'E' will launch Windows Explorer from any window, with Computer (My Computer under XP) as the default location.

## 2. Getting a 'screenshot' of a window: Alt + PrtScn.



If you need a screenshot of a single window, you don't need to take a full desktop image and crop it (which you would have to do if you used Print Screen alone). Just hold Alt and PrtScn to grab an image of the active window.

## 3. Putting acute accents on vowels: AltGr + Vowels.



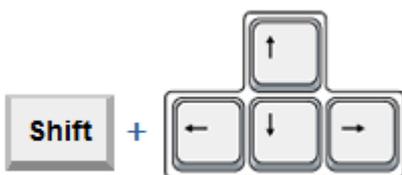
Pressing the right-hand Alt key (or 'Alt Gr') while typing any vowel in Office and Windows will give you those vowels with acute accents. á, é, í, ó, ú.

## 4. Changing typed text to Upper Case: Shift + F3.



If you have typed a piece of text in 'lower case' and want to change it to 'UPPER CASE' or 'First Letter Capitalisation' - simply highlight your text, press the shift & F3 keys together, and your selected text cycles through ALL CAPS, then First Letter Caps and lower case.

## 5. Selecting Text to be copied, pasted, italicised etc. : 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 content to be highlighted, copied, pasted, etc.

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