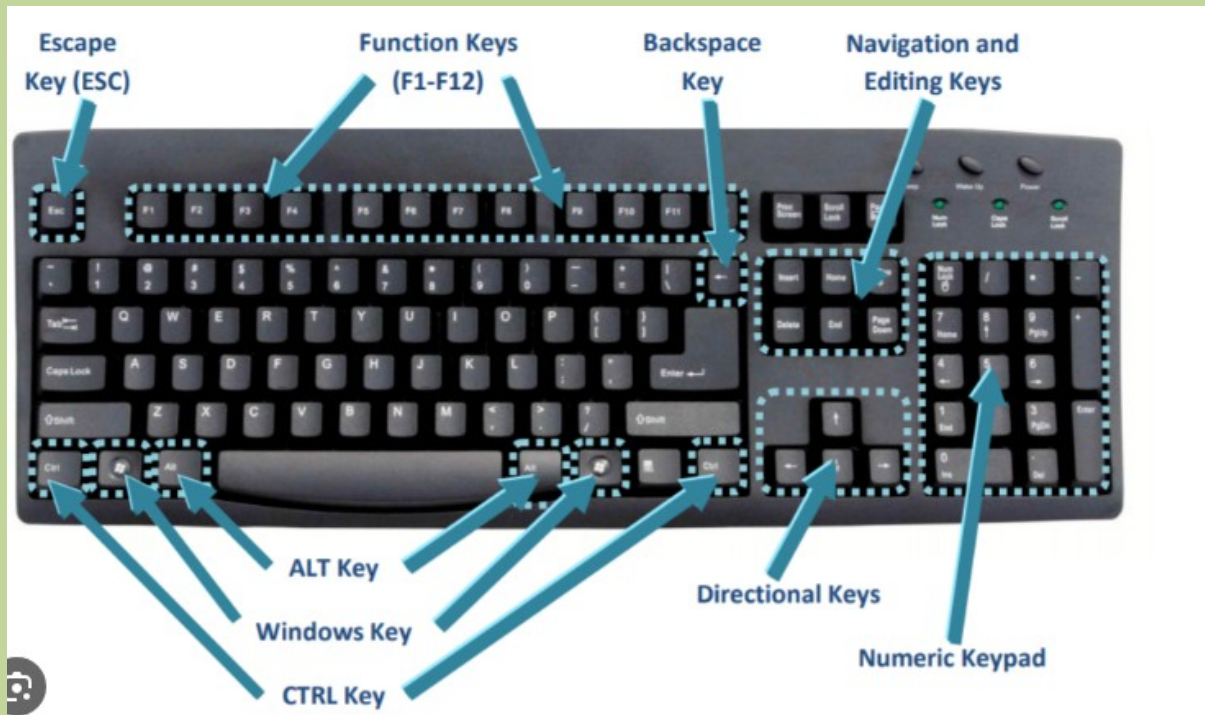


What are those extra keys on my Windows keyboard for?

There are roughly 50 keys on your keyboard that you use on a regular basis, but there are at least 104 total keys on your keyboard.



So, what are those other keys for?



Escape key: used for any of various functions, as to interrupt or cancel the current process or running program, or to close a pop-up window.

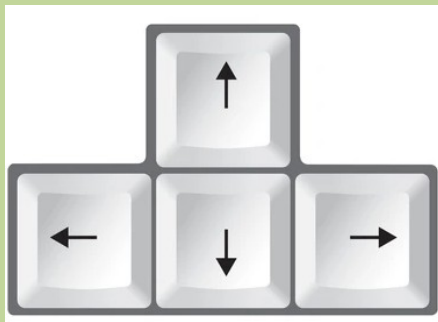
Navigation and Editing Keys



The following examples show the action in a Microsoft Word Document. Other programs may be different.

- HOME/END – The Home and End keys are located in the little “six pack” of keys between the letter and number pads. Pressing Home will move the cursor to the beginning of the line. Pressing End will move the cursor to the end of the line. Pressing Ctrl + Home will move the cursor to the top of a document. Pressing Ctrl + End will do just the opposite and move the cursor to the end of the document.
- DELETE – The Delete key works like your Backspace key, but in the opposite direction. It deletes characters, spaces and returns to the right of the cursor.
- INSERT – The Insert key controls whether placing a cursor in the middle of a word or sentence will type over that area or insert what you have typed between the characters that already exist.
- PAGE UP/PAGE DOWN – In multiple page documents, moves the display up or down to the next or previous page.

- **ARROW KEYS:**



previous word.

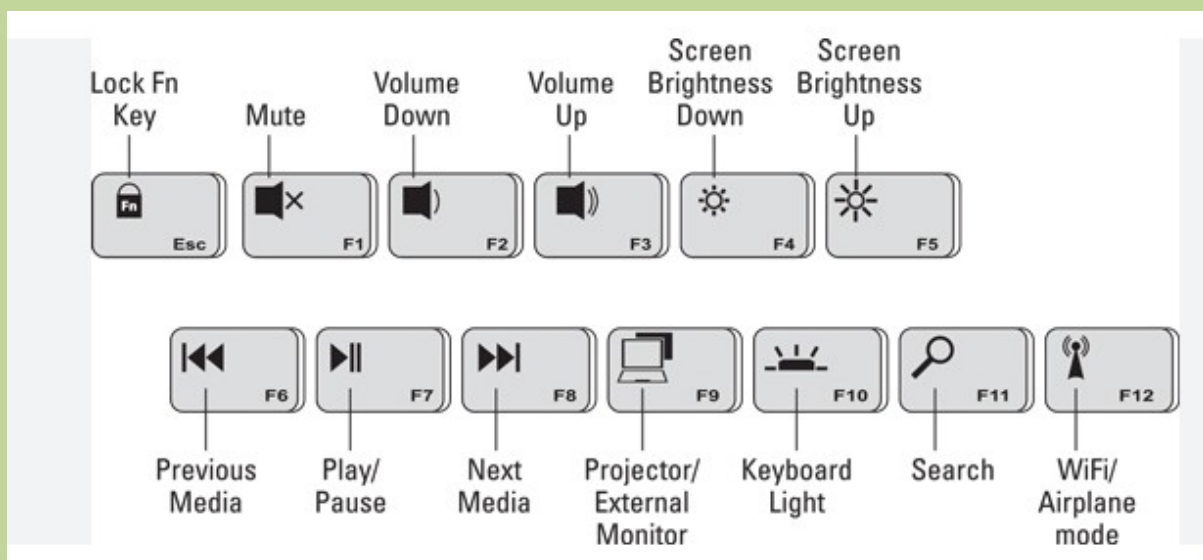
In a document, moves the cursor one place in the direction indicated.

Holding down the CTRL key and pressing the left or right arrow moves the cursor to the next or

THE FUNCTIONS KEYS: F1 – F12

The Function Keys will have several uses depending on the program open at the time.

Laptop Keyboard



Laptop function keys. Depending of the model of the laptop, some of the functions will be different.

On Laptops the Function Keys will have Two Functions with a small icon representing the other function. There is a FN key you hold down to execute this second function.

On a laptop the primary and secondary function can be reversed. The setting for this is in the BIOS/UEFI.

Below are some of the functions In Windows:

F1

Used as the help key in almost every program, it opens a help screen when this key is pressed.

Windows Key + F1 opens the Microsoft Windows help and support centre.

Open the Task Pane.

F2

In Microsoft Windows, renames a highlighted icon, folder or file, in all versions of Windows.

In Microsoft Excel, it edits the active cell.

Alt+Ctrl+F2 opens document window in Microsoft Word.

Ctrl+F2 displays a print preview window in the Microsoft Word.

Quickly rename a selected folder or file.

F3

Often opens a search feature for many programs, including the Microsoft Windows.

In Windows or MS-DOS command line F3 will repeat the last command.

In the Microsoft Word Ctrl+F3 will lowercase any highlighted text.

Shift+F3 will change the text in Microsoft Word from upper to lowercase or a capital letter at the beginning of every word.

Windows Key + F3 opens the Advanced find window in the Microsoft Outlook.

In Windows Explorer, start the search function.

Open Mission Control on an Apple computer running macOS X.

F4

Open the address bar in the Internet Explorer and the Windows Explorer.

Alt+F4 closes program window currently active in the Microsoft Windows.

Ctrl+F4 closes the tab in the active window or open window in Microsoft Windows.

F5

In all modern Internet browsers, pressing F5 will reload or refresh the document window or page.

Ctrl+F5 forces a complete refresh of a web page. It clears the cache and downloads all contents of the page again.

Refresh the list of contents in a folder or a file.

Open the find, replace, and go to the window in the Microsoft Word.

Starts a slideshow in PowerPoint.

F6

Move the cursor to the address bar in Mozilla Firefox, Internet Explorer and most other Internet browsers.

Ctrl+Shift+F6 opens to another open Microsoft Word document.

F7

Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Outlook, Word etc.

Shift+F7 runs a Thesaurus check on word highlighted.

Turns on the Caret Browsing in Mozilla Firefox.

F8

The function key is used to enter the Windows startup menu. It is commonly used to access the Windows Safe Mode.

Used by some of the computers to access the Windows recovery system, but may require a Windows installation CD.

Displays a thumbnail image for all workspaces in macOS.

F9

Refresh document in the Microsoft Word.

Send and receive e-mail in the Microsoft Outlook.

Opens the Measurements toolbar in Quark 5.0.

With macOS 10.3 or later, displays a thumbnail for each window in a single workspace.

Using the F9 and Fn key at the same time opens Mission Control on an Apple computer running macOS X.

F10

In Microsoft Windows, it activates the menu bar of an open application.

Shift+F10 is the same as the right-clicking on the highlighted icon, Internet link or file.

Access the hidden recovery partition on HP, Compaq and Sony computers.

Enter CMOS Setup on some computers.

With macOS 10.3 or later, shows all open Windows for the active program.

F11

Exit and enter fullscreen mode in all modern Internet browsers.

Access the hidden recovery partition on eMachines and Lenovo computers.

With macOS 10.4 or later, hides all open windows and shows the desktop.

F12

Open the Save as a window in the Microsoft Word.

Ctrl+F12 opens a document in the Word.

Shift+F12 saves the Microsoft Word document (like Ctrl+S).

Ctrl+Shift+F12 prints a document in the Microsoft Word.

Preview a page in the Microsoft Expression Web.

Open browser debug tool or Firebug.

With an Apple running macOS 10.4 or later, F12 shows or hides the Dashboard.

Access the list of bootable devices on a computer at startup, allowing you to select a different device to boot from hard drive, CD or DVD drive, USB drive, floppy drive and network).



- PRINT SCREEN (PRT SCR, PRNT SCR, etc.) – Located to the right of the F keys, the Print Screen button is handy for capturing the contents of your entire screen onto the clipboard. After hitting Print Screen, you can click on

EDIT->PASTE in almost any program and an image of the screen capture will come up on the screen. TIP: Holding ALT while hitting the Print Screen button will capture only the active window.

- "SYS RQ" stands for "System Request." It's a legacy feature from the early days of computing. Originally, it was intended for low-level system functions and debugging in operating systems like DOS. However, most modern systems don't use the "SYS RQ" functionality anymore, so the label remains more as a historical artefact.
- Scroll Lock comes in handy for some types of programs, spreadsheets being the obvious example, and DOS. In Microsoft Excel, Scroll Lock lets you to scroll a spreadsheet with the arrow keys without moving the active cell pointer from the currently highlighted cell.
- Pause / Break. The Pause and Break keys were used in DOS and still function in the Command Prompt today. The Pause key is designed to pause a text-mode program's output – it still works in the Command Prompt window on Windows. When you press Pause, the output scrolling down your screen will stop.



NUMBER PAD.

Some keyboards may have a number pad like the one shown.

You will notice the number keys have two functions and the NUM LOCK key (Number Lock) when pressed turns on a little light. Pressing one will give you the number. With the NUM LOCK light off the other function will activate.

Four keys / * - + are for Math functions. There there is the ENTER key which is the same as the other Enter key on your keyboard.



CTRL (Control), Windows & ALT keys

Holding these keys in combination with other keys will activate special functions. There are over 100 Operations you can perform with these keys. A few examples:

CTRL + A = SELECT ALL

CTRL + C = COPY

CTRL + V = PASTE

WIN + R - Opens RUN

WIN + E - Opens File Explorer

WIN + V - Opens Clip Board

Alt + F4 - Closes open Window

Links for further reading:

[Keyboard shortcuts In Windows](#)

[Keyboard shortcuts in Word](#)

[Shortcut Keys for LibreOffice Writer](#)