





Question: What are handy keyboard shortcuts for Windows?

Answer: Most of us know the CTRL + C for copy and CTRL + V for paste but here's a list of handy keyboard shortcuts that might just save you valuable minutes. After all time does equal money!

CONTROL KEYS

CTRL + C	Copy	CTRL + G	Opens the Go To Folder tool
CTRL + X	Cut	CTRL + A	Select all the items in the current window
CTRL + V	Paste	CTRL + ESC	Open Start menu
CTRL + Z	Undo	CTRL + TAB	Switch to the next child window
CTRL + B	Bold	CTRL + F4	Closes the current Multiple Document Interface (MDI) window
CTRL + U	Underline	CTRL + SHIFT + ESC	Opens Windows Task Manager
CTRL + I	Italic		

ALT KEYS

ALT + TAB	Switch between programs	ALT + LETTER IN MENU open	Opens the menu
ALT + F4	Quit Program	ALT + F6	Switch between multiple windows in the same program
ALT + DOUBLE CLICK 	Displays properties	ALT + 	Open the properties for the selected object
ALT + 	Opens a drop down list box		
ALT + 	Displays main window's system menu		

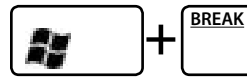
This CCTV installation tip is aimed at helping you to install CCTV equipment. If you are looking for answers on "how to fit CCTV" or perhaps "how to network a DVR or NVR" or even "how to get CCTV on your mobile phone" why not check out our full range of CCTV installation tips at: www.systemq.com

How to guides aim to answer commonly asked questions in a concise and informative manner. They are for advice & guidance only and do not replace any of the manuals or other literature supplied with our products.

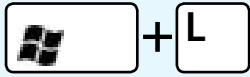
WINDOWS KEYS



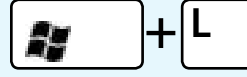
Start Menu



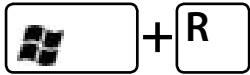
System properties



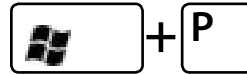
Lock the PC



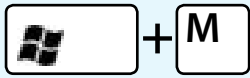
Log off Windows



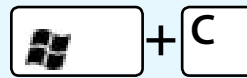
Run dialog box



Print manager



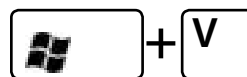
Minimise all



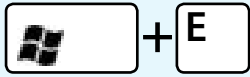
Control panel



Undo Minimise all



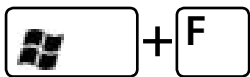
Clipboard



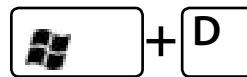
Windows Explorer



Toggle CAPS LOCK



Find files & folders

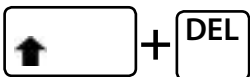


Display desktop

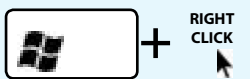


Cycle through taskbar

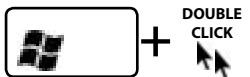
SHIFT KEYS



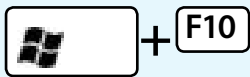
Delete item permanently (without recycle bin)



Displays shortcut menu with alternative commands



Runs alternate command (2nd item on menu)



Opens shortcut menu (same as right click)



Hold whilst inserting a CD rom to bypass autorun

FUNCTION KEYS

F1

Starts Windows help

F4

Selects the Go To A Different Folder box

F2

Rename Object

F5

Refreshes the current window

F3

Find all files

F6

Moves among panes in Windows Explorer

F10

Activates menu bar options

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