

Productive Keyboard Techniques

Background

A quick way to add 10-20% to your personal PC productivity is to use the keyboard rather than the mouse for much of your software interaction.

Using the keyboard rather than the mouse will save a few seconds every time you perform a menu function, click an item on a toolbar, select text, or switch to another program. Mastering these techniques will save you time, minimize drudgery and even reduce stress on your shoulder and arm.

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Switching Applications

In many situations you will find yourself switching between different applications and performing repetitive operations... say cutting from one application and pasting into another. You can save seconds per cycle using the keyboard alternative.

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Moving Within Documents

You can quickly move within a document using the ARROW, HOME, PGUP, PGDN and END keys, and the CTRL modifier.

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Selecting Items

Using the keyboard, you can select (highlight) a letter, word, row, paragraph, page or the entire document. You can select items by moving in a forward or reverse direction.

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Keyboard Shortcuts

Many of the most common functions like saving, printing and creating new documents can be triggered using Keyboard shortcuts.

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Working Menus

You can operate all menu commands using the keyboard. To drop down a particular menu selection for viewing the choices within, press and hold the ALT key and then press and release the letter that is underlined for the menu item you wish to open.

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Moving Within Documents

Next or Previous character	
Next or Previous line	
Beginning of line	HOME
Continued ...	

Common Menu Functions


Save File	ALT + F + S
Continued ...	

Useful Function Keys

F1	Help
Continued ...	

Windows Key Functions

The Windows key is shown below. You can bring up numerous Windows functions using this special key and a letter.

 + L	Lock your PC
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Selecting Text

Continued ...	

Common Keyboard Shortcuts

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Combining operations for maximum productivity

There are many times when you are manipulating data. It could be copying and pasting parts of documents, or selectively deleting text, or any other typical editing task.

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