

Article: [COMPUTERS BEHAVING BADLY](#)

Topic: Shortcuts

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Many of us are blissfully unaware of many shortcuts that are available that could make our everyday use of the computer all bit more bearable.

Some very handy ones are multiple left mouse clicks. Double clicking selects an entire word when in most applications, like Word, Excel, Internet Explorer etc. And clicking three times will select an entire sentence.

From here, some more common time savers are Ctrl+C to copy the selected text, Ctrl+V to paste or Ctrl+X to cut. These key combinations are achieved by holding down the Control key (Ctrl) and also pressing the second key.

Another handy key to know is the Windows key. It varies per keyboard but is generally the one with the flying Windows logo and sometimes includes the word START on it. Hitting this key in conjunction with E will bring up Windows Explorer. This application is useful to look at files and folders on your computer.

The Windows key+D will take you back to the Desktop from where ever you currently are. Hitting the key combination again should take you back to where you were. A quick method to lock your computer if you are temporarily leaving your desk is Windows+L. This will bring up the logon screen if your computer needs a password to access it, keeping prying eyes or tiny fingers from your work.

For all of us who have had program stop responding or the computer freeze up on us, the quick combo of Ctrl+Alt+Del will bring up a program called the Task Manager. From here you can kill (End Task) applications that have gone pear shape.

To quickly navigate from within most Office applications like Word and Excel, Ctrl+End will take you to the bottom of the document. Ctrl+Home to the top. Ctrl+arrow keys will advance to the next or previous word if using left or right, and the next or previous paragraph when using up or down.

But the most useful one that will save your bacon more often than not, is Ctrl+Z – the undo key. Whatever you just did, hitting Ctrl+Z will reverse your action. Be it deleting that whole paragraph or deleting that document.

I'll leave you with the key to get help the quickest – F1. From almost any program, hitting F1 will bring up any electronic help available. This is always the best starting point when trying to find more information regarding a problem.

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