

Windows 2000

Start Menu and Task bar

Tab to move to next field and Shift Tab to move up to previous field

Re-sort Programs

Quick Launch

Toolbar

Alt-Tab

Alt-F4

Dbl click upper left corner it exits program

Browsing folders Backspace = up a level

Esc key = cancel

Windows E = Windows Explorer

Windows M = Minimize all

Windows F = Find

Wild cards in find

Sorting by date

Selecting multiple files Shift and up or down arrows, Shift click

Shift delete = bypass recycle bin

Screen shots or print screen, active window, paste in paint.

Shift when inserting CD =no autorun

Typing letter when searching for files

Enter opens highlighted file or application

Right mouse button menus

Word

Selections

Word – dbl click

Sentence – ctrl click

Paragraph – triple click

Lines – use pointer to left of line or multiple lines

Keystroke Shortcuts

Save – ctrl s

Print – ctrl p

Copy – ctrl c

Paste – ctrl v

Cut – ctrl x

Bold – ctrl b

Toolbar shortcuts

Save

New

Open

Print

Cut, copy and paste

Hyperlinks – toolbar

Ctrl arrow left and right move one word
Ctrl arrow up and down move paragraph

Options

Startup task pane – view
Formatting marks - view
Recently used files – general
Drag and Drop editing – general
Check spelling as you type – Spelling and grammar
Check Grammar as you type - Spelling and grammar
Misspelled words - right click on them select from list
Add to Dictionary – right click on them and add to dictionary
Delete from dictionary – Open spelling dialog box and Options, custom and modify
Thesaurus – Highlight word and right click to synonyms

Customize

Options – Menus, fonts and screen tips
Commands – Drag and drop menu items

Printing

Orientation – Portrait or landscape
Size % - Print, properties, advanced
Page range

Help

Ask a question “How do I select text”

View and Insert Menus

Layout
Toolbars

Breaks
Footers and headers – page number and dates
Pictures

Formatting

Case changes

Internet Explorer

Backspace=back a page
Organizing favorites
Changing home pages quickly drag and drop
Using history
Using find
Goto
Spacebar to scroll down to bottom of page

Shift space to scroll up to scroll to top of page
Shift click on link to up in new window
Jump to your home page: **Alt + Home**
Go forward to the next page: **Alt + Right Arrow**
Go back to the previous page: **Alt + Left Arrow**
Ctrl + R = Refresh

GradeQuick

Microsoft Word References

<http://www.contextures.com/word-tips.htm>

<http://support.microsoft.com/?kbid=290938>

http://www.internet4classrooms.com/on-line_word.htm

Windows References

<http://labmice.techtarget.com/articles/keyboard.htm>

<http://www.lboro.ac.uk/computing/access/windows2000-shortcuts.html>

http://www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public_rnib003585.hesp

Internet Explorer References

<http://www.obs.org/cheatsheet/ieshortcut.htm>

<http://www.useyourbrain.co.uk/internet-ie-commands.htm>

<http://vyaskn.tripod.com/ieshort.htm>