



L.E.T.S TALK!

HELPFUL TIPS AND TECHNIQUES

June 2007












This newsletter aims to help you find better and more effective ways of using technology.

This issue's topic: **Keystroke Shortcuts for Windows XP and Google Searches.**

1. Keystroke Shortcuts for Windows XP

TO:	PRESS:
Copy.	CTRL+C
Cut.	CTRL+X
Paste.	CTRL+V
Undo.	CTRL+Z
Delete.	DELETE
Delete selected item permanently without placing the item in the Recycle Bin.	SHIFT+DELETE
Create shortcut to selected item.	CTRL+SHIFT while dragging an item (release the mouse before letting go of CTRL+SHIFT)
Rename selected item.	F2
Move the insertion point to the beginning of the next word.	CTRL+RIGHT ARROW
Move the insertion point to the beginning of the previous word.	CTRL+LEFT ARROW
Move the insertion point to the beginning of the next paragraph.	CTRL+DOWN ARROW
Move the insertion point to the beginning of the previous paragraph.	CTRL+UP ARROW
Highlight a block of text.	CTRL+SHIFT with any of the arrow keys
Select more than one item in a window or on the desktop, or select text within a document.	SHIFT with any of the arrow keys
Select all.	CTRL+A
Search for a file or folder.	F3
View properties for the selected item.	ALT+ENTER
Close the active item, or quit the active program.	ALT+F4
Switch between open items.	ALT+TAB
Cycle through items in the order they were opened.	ALT+ESC
Display the Start menu.	CTRL+ESC
Display the corresponding menu.	ALT + Underlined letter in a menu name
Carry out the corresponding command.	Underlined letter in a command name on an open menu
Refresh the active window.	F5
View the folder one level up in My Computer or Windows Explorer.	BACKSPACE
Cancel the current task.	ESC
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

If you have a Microsoft Natural Keyboard, or any other compatible keyboard that includes the Windows logo key  and the Application key , you can use these keyboard shortcuts:

Display or hide the Start menu.	
Display the System Properties dialog box.	 +BREAK
Show the desktop.	 +D
Minimize all windows.	 +M
Open My Computer.	 +E
Search for a file or folder.	 +F
Display Windows Help.	 +F1
Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.	 + L

2. Effective Google Search Techniques

This Search	Finds Pages Containing...
Vancouver Olympics	the words Vancouver and Olympics
recycle computer OR TV	information on recycling Computer or recycling TV
"I have a dream"	the exact phrase I have a dream
salsa -dance	the word salsa but NOT the word dance
12 + 34 - 56 * 7 / 8	basic arithmetic
45% of 39	percentage of
2^5 or 2**5	raise to a power
300 Euros in USD, 130 lbs in kg	convert units
site:apple	Search only one website or domain.
define:apple	Provide definitions for words, phrases
movie: traffic	Find reviews and show times.
stocks: goog	Given ticker symbols, show stock information
weather Winnipeg CA	Given a location (city), show the weather <i>Note: No colon after weather.</i>
Thanks to Google Guide for this information.	



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