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Keyboard shortcuts

Microsoft's **Keyboard shortcuts in Word**, has the full documentation for [Windows](#) and [macOS](#). In all versions, it starts by saying,

Many users find that using keyboard shortcuts for Word helps them work more efficiently. For users with mobility or vision disabilities, keyboard shortcuts can be easier than using the touchscreen, and are an essential alternative to using a mouse.

To have Windows always show keyboard shortcuts (off by default), press the Windows key , begin typing "underline access key..." until "underline access key shortcuts in menus when possible" appears; press Enter. Under "Change how keyboard shortcuts work", turn on the switch for "Underline access keys when available".

To move or resize a window when one or more edges cannot be reached with a mouse, press Alt + spacebar. A menu will appear, select an option. Use the arrow keys to move a window. To resize, first use arrow key(s) to indicate the edge or corner, then any arrow key to adjust the size. Enter makes the change, Esc cancels.

Change the View of a document to Web Layout for on-screen review: **Alt+W L1**
Windows key  + Up | Down | Left | Right arrow keys make arranging multiple windows on your screen easy, e.g. these instructions and your activity answer document.

ALT+TAB handily switches between them.

Actions with a mouse require a complex combination of hand-eye movements that seem simple and intuitive until you try to explain to a novice user all the subtle motions needed to make a mouse accomplish what a few taps on a keyboard can do. (e.g. to my mother who is nevertheless an intelligent and capable person. We got her an iPad.)

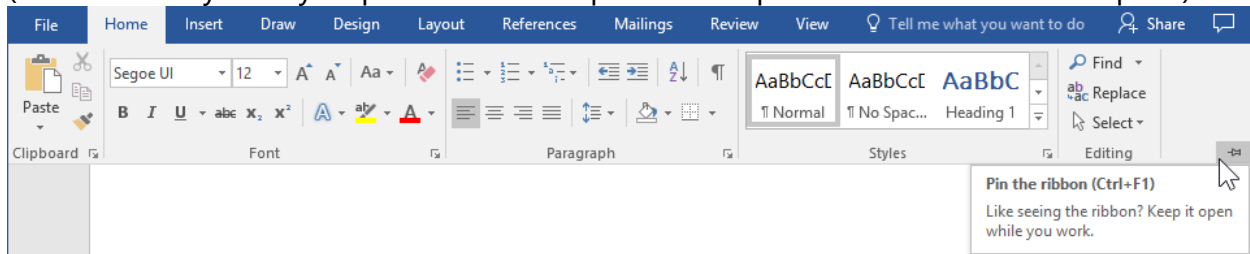
Most people, once they become accustomed to keyboard navigation, get very quick at it (especially programmers). But if you must use a mouse, get used to using it with your left hand which is much less busy than your right, will make you more efficient, and preserve the health of your right hand. Some programmers find having two mice, one on each side of the keyboard to be best for productivity when mousing is needed.

Information on using the keyboard instead of the mouse follows with **more questions to come**.

Accessing application menus and shortcut keys

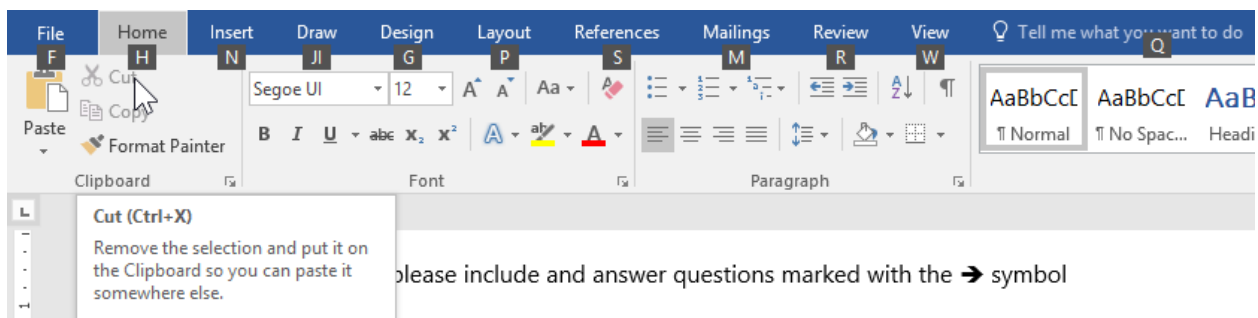
Ensure your MS-Word menu ribbon is pinned open like this:

(Ctrl+F1 is very handy to pin the ribbon open or collapse the ribbon for more space)



To access menus from the keyboard in any Windows application, press the Alt key.

The menu items will light up with shortcut keys for applications with a ribbon interface like the Office products (Word, Excel, PowerPoint, ...). At any time, you can hover the mouse over a ribbon icon and it will show a tool tip explanation and a reminder of the keyboard shortcut (see below). So, the mouse is good for something.



Navigation and selection:

	Moves cursor	Ctrl + moves to	Shift +
Arrow up/down	One line	Next paragraph	Selects
Arrow left/right	One char	Next word	Selects

Home	Start of line	Start of document	Selects
End	End of line	End of document	Selects
Page Up	One page up	Top of previous page	Selects
Page Down	One page down	Top of next page	Selects

Modification:

- Ctrl+Z Undo a change
Ctrl+Y Redo a change or Undo the Undo
- Ctrl+X Cut a selection to the Clipboard
Ctrl+C Copy a selection to the Clipboard
Ctrl+V Paste a selection from the Clipboard
❏ + V Clipboard history (may need to turn on in Windows Settings)
- Ctrl+F Find text in a document
Ctrl+H Find and Replace text in a document

Text Enhancement:

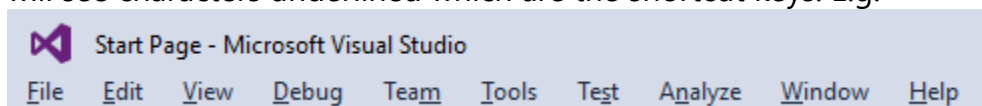
- Ctrl+B Make selected text **bold**
Ctrl+U Make selected text underlined
Ctrl+I Make selected text *italic*

<http://www.digitaltrends.com/computing/cut-copy-paste-beginners-guide/>
<http://www.howtogeek.com/115664/42-text-editing-keyboard-shortcuts-that-work-almost-everywhere/>
<https://support.microsoft.com/en-ca/help/12445/windows-keyboard-shortcuts>
<http://www.hongkiat.com/blog/100-keyboard-shortcuts-windows/>

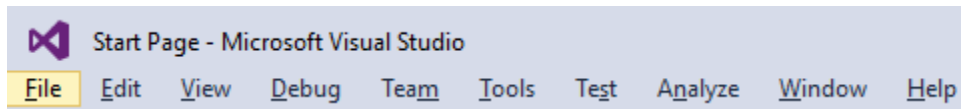
➔ complete the Keyboard Practice exercise in the _Activity.docx answer document.

➔ complete the following Visual Studio demo below and see the ➔ at the end

In applications with a traditional menu, like Visual Studio, after pressing the Alt key, you will see characters underlined which are the shortcut keys. E.g.



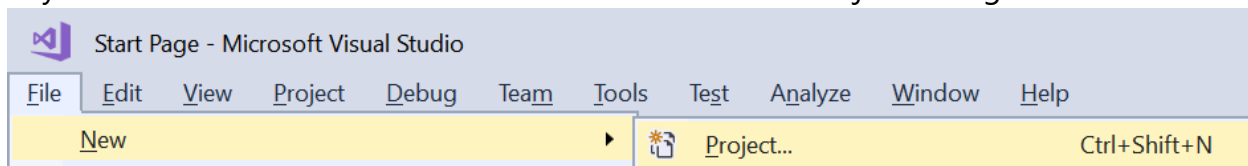
Once the menu is activated by the Alt key, you can release the Alt key. The first menu item (usually File) will be highlighted to indicate the menu is active. Although you can use the ← → ↓ arrow keys to select or open a menu, keying an underlined letter is more direct.



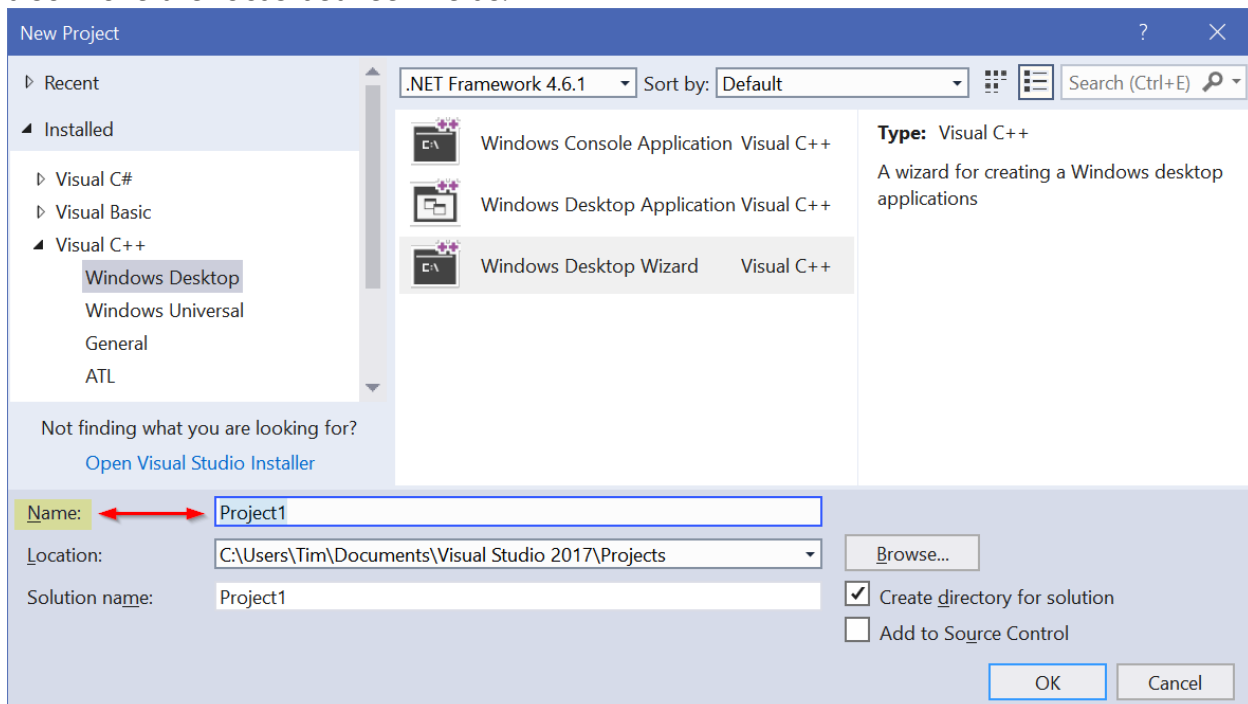
Keying an 'F' will show the File's menu.

Upper or lower case can be used; this is known as "case independent".

Key an 'N' for the New sub-menu. Then a 'P' for the new Project dialog.



Any time you see an underlined letter in a dialog, you can press and hold Alt + the underlined letter to move the focus there. E.g. Alt+Letter in the screen shot below selects the characters in the Name text box allowing you to change it. The TAB key will also move the focus between fields.



Reference: <https://docs.microsoft.com/en-ca/visualstudio/ide/default-keyboard-shortcuts-in-visual-studio> -- Microsoft's documentation on Default Keyboard Shortcuts in Visual Studio is also available from the Help menu (Alt+H K).

(Instructions continued on next page)

IntelliSense demo

Create a new Visual Studio Project and add a new helloWorld2.C source file.
Select the poorly formatted C code below and paste it into the VS editor.

```
/* Hello World. Version 2 */

#include <stdio.h>    // C language module providing Input/Output facilities

// main() is always called to start a C program
int main(void){      printf("Hey World, hello again!\n"); // output greeting
printf("This is still yourNameHere.\n"); // replace 'yourNameHere' to output your name

// output added with IntelliSense
/* insert a new line of code here using IntelliSense, then delete this comment */

/* WHAT WERE THE STEPS TO ADD A NEW LINE OF CODE USING IntelliSense?
==> insert comments to answer this question then delete this line

*/

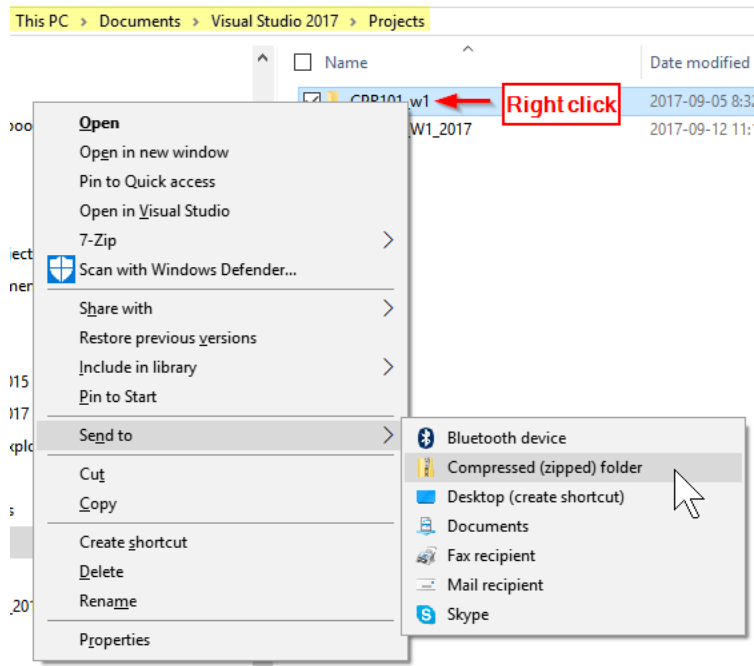
                                return 0;}
```

- It's similar to last week's code but with messed up tab indenting and braces style. When you copy and paste the above code into Visual Studio, magic happens: the code is automatically formatted.
- **Ctrl+Z** to Undo the auto formatting so it looks like the messy version above.
- **Ctrl+KD**, (while holding Ctrl down, press K then D). This will reformat your C code to industry standards. Additional line spacing for readability is recommended.
- **Ctrl+S** – Save early, save often.

→ Copy your new helloWorld2.c source code from Visual Studio (in two keyboard shortcuts) and paste in the answer document.

ICT professionals always backup their files

- Backup your entire Visual Studio project folder to a USB drive or zip it into an archive and save the zip file in OneDrive E.g.
C:\Users\yourUserName\Documents\Visual Studio 2019\Projects\CP4P_w#
see screen shot below.



If [7-Zip](#) is installed, use it to "Add to "YourProject.zip"

There is no need to submit the source code file or the Visual Studio project.

Visual Studio customization

Start Visual Studio and Customize the editor.

SICT uses this style of braces

```
#include <stdio.h>    // Input/Output
int main(void)
{
    printf("Hello, World!\n");
}
```

instead of the traditional K&R

```
#include <stdio.h>    // Input/Ouput
int main(void) {
    printf("Hello, World!\n");
}
```

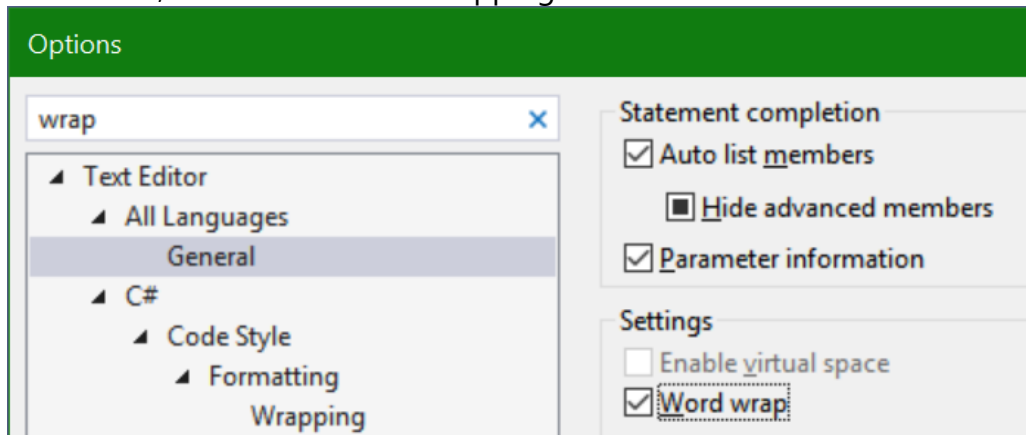
Override the default VS option to control the formatting behaviour...

Alt + T for the Tools menu. **O** for Options

Use TAB key to move between sections of the following dialogues. Use Up/Down arrows to move within a section of the dialogue. Use the spacebar to select items.

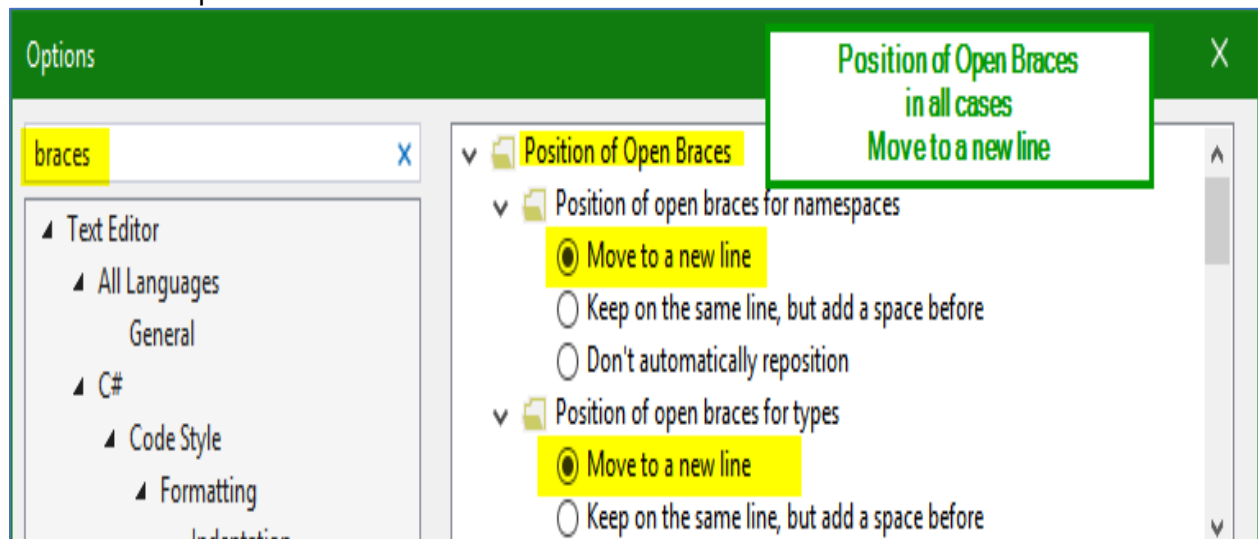
Text Editor / All Languages / General

Text Editor, – default to Word wrapping in all cases.



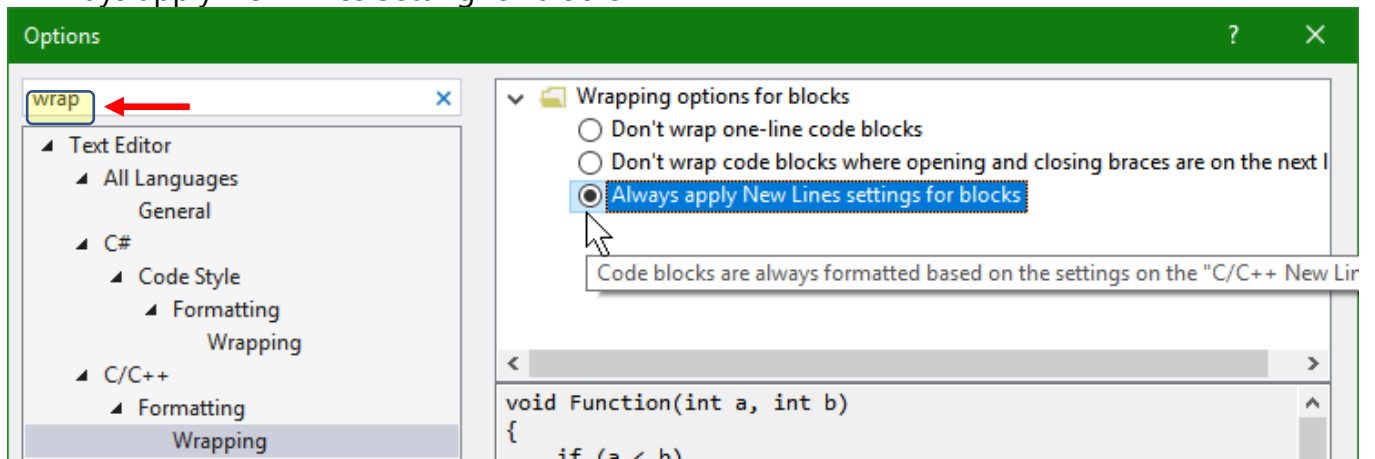
Text Editor / C/C++ / Formatting / New Lines /

"Position of open braces" –> select **Move to a new line** in all cases



Text Editor / C/C++ / Formatting / Wrapping /

– Always apply New Lines Setting for blocks



N.B. If you set up the editor to be 8 pt purple text on a black background, it may look cool but do not ask anyone over the age of 25 to look at your code.

A simple way to make it easy for others to see your code is to zoom in. Use Ctrl with the mouse wheel (up to zoom in, down to zoom out).

There is also a zoom control in the bottom-left of the code editor.

Visual Studio can also edit HTML in Design and/or Source mode.

Use Solution Explorer to open a Folder View to .html files.

R-click on any .html file and select Open With...

select HTML (Web Forms) Editor, click Set as Default.

