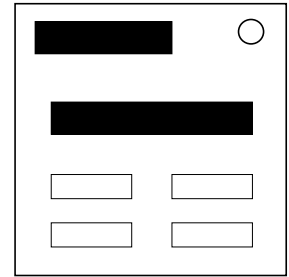


## On the Subject of Shortcuts

*There has to be a faster way to do that thing... If only there was a shortcut.*

This module features 2 screens and 4 buttons. Press the correct buttons between 10 and 15 times to defuse this module.



The module will ask about shortcuts and what their purpose is. The top screen will show the application in which the shortcut is used and the second screen will show the shortcut itself.

1 of the 4 buttons will have the correct purpose written on top of it, the other 3 will have wrong purposes written on top of them.

When the correct button is pressed, the module will ask about a new shortcut and the buttons change their labels as well.

When a wrong button is pressed, the module will give out a strike and not change.

On the next pages the applications with their shortcuts will be listed, as well as their correct purpose.

Microsoft Word	
F1	Get help on a selected command
Shift+F1	Review text formatting
F2	Move text or image
Shift+F2	Copy text
F3	Insert an autotext entry
Shift+F3	Change the case of the selected text
F4	Perform last action again
Shift+F4	Perform a Find or Go To action again
F5	Displays the Go To dialogue box
Shift+F5	Move to a previous revision
F6	Go to the next frame or pane
Shift+F6	Go to the previous frame or pane
F7	Launch the Spell Checker
Shift+F7	Launch the Thesaurus
F8	Extend the current selection
Shift+F8	Shrink the current selection
F9	Refresh
Shift+F9	Switch between a field code and its result
F10	Show KeyTips
Shift+F10	Display a Shortcut Menu
F11	Go to the next field
Shift+F11	Go to the previous field
F12	Open Save As
Shift+F12	Save document
Ctrl+A	Selects all in the current document
Ctrl+B	Bold text
Ctrl+C	Copies the item or text
Ctrl+D	Displays the Font dialogue box
Ctrl+E	Switch a paragraph between center and left alignment
Ctrl+F	Displays the Find dialog box to search the current document
Ctrl+G	Displays the Go To dialog box to search for a specific location in the current document
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Microsoft Word	
Ctrl+H	Displays the Replace dialog box
Ctrl+I	Italicize text
Ctrl+J	Switch a paragraph between justified and left alignment
Ctrl+K	Create a hyperlink
Ctrl+L	Left align a paragraph
Ctrl+M	Indent a paragraph from the left
Ctrl+N	Create a new document
Ctrl+O	Opens a new document
Ctrl+P	Prints a document
Ctrl+R	Switch the alignment of a paragraph between left and right
Ctrl+S	Saves a document
Ctrl+U	Underlines text
Ctrl+V	Pastes the copied item or text
Ctrl+X	Cuts the selected item or text
Ctrl+Y	Redo the last action
Ctrl+Z	Undo the last action
Ctrl+Enter	Insert a page break
Ctrl+F2	Select Print Preview command
Ctrl+F4	Closes the active window
Ctrl+F6	Opens the next window if multiple are open

Windows	
Windows Key+R	Opens the Run menu
Windows Key+E	Opens Explorer
Alt+Tab	Switch between open programs
Windows Key+Up Arrow	Maximize current window
Ctrl+Shift+Esc	Open Task Manager
Windows Key+F	Open search for files and folders
Windows Key+D	Hide/display the desktop
Alt+Esc	Switch between programs in order they were opened
Alt+Letter	Select menu item by underlined letter
Ctrl+Esc	Open Start menu
Ctrl+F4	Close active document
Alt+F4	Quit active application
Alt+Spacebar	Open menu for active program
Ctrl+Left arrow	Move cursor backward one word
Ctrl+Right arrow	Move cursor forward one word
Ctrl+Up arrow	Move cursor backward one paragraph
Ctrl+Down arrow	Move cursor forward one paragraph
F1	Open Help menu for active application
Windows Key+M	Minimize all windows
Shift+Windows Key+M	Restore windows that were minimized
Windows Key+F1	Open Windows Help and Support
Windows Key+Tab	Open Task view
Windows Key+Break	Open the System Properties dialog box
Hold right Shift for 8 seconds	Switch FilterKeys on and off
Left Alt+Left Shift+Print screen	Switch High Contrast on and off
Left Alt+Left Shift+Num lock	Switch Mouse keys on and off
Press Shift five times	Switch Sticky keys on and off
Hold Num lock for 5 seconds	Switch Toggle keys on and off

Internet Explorer	
Alt+Left arrow	Go back to the previous page
Alt+Backspace	Go back to the previous page
Alt+Right arrow	Go to next page
F5	Refresh page
F11	Toggle between full-screen and regular view
Esc	Stop downloading a page
Ctrl++	Zoom in to page by 10%
Ctrl+-	Zoom out of page by 10%
Ctrl+Enter	Adds www. at the beginning and .com to the end in the Address bar
Ctrl+D	Add the current site to your favorites
Ctrl+I	View your favorites
Ctrl+N	Open a new window
Ctrl+P	Print the current page
Ctrl+T	Open a new tab
Ctrl+F4	Closes tabs in the background
Ctrl+Tab	Switch between tabs
Spacebar	Click the notification bar
Shift+Spacebar	Move up one page
Alt+Down arrow	Move a selected item down the favorites list

File Explorer	
End	Display bottom of current window
Home	Display top of current window
Left arrow	Collapse the current selections or select a parent folder
Right arrow	Display the current selection or select the first subfolder

Windows System	
devmgmt.msc	device manager
msinfo32	system information
cleanmgr	Disk Cleanup
ntbackup	Backup or restore Wizard
mmc	Microsoft Management Console
excel	Microsoft Excel
msaccess	Microsoft Access
powerpnt	Microsoft PowerPoint
winword	Microsoft Word
frontpg	Microsoft FrontPage
notepad	Notepad
wordpad	WordPad
calc	Calculator
msmsgs	Windows Messenger
mspaint	Microsoft Paint
wmplayer	Windows Media Player
rstrui	System restore
control	Opens the Control Panel
control printers	Opens the printers dialog box
cmd	Command Prompt
iexplore	Internet Explorer
compmgmt.msc	Computer Management
dhcpmgmt.msc	DHCP Management
dnsmgmt.msc	DNS Management
services.msc	Services
eventvwr	Event Viewer
dsa.msc	Active Directory Users and Computers
dssite.msc	Active Directory Sites and Services

Firefox (Windows)	
Alt+Left arrow	Go back a page
Alt+Right arrow	Go forward a page
F5	Reload current page
F11	Toggle between full screen and regular screen
Esc	Stop page from loading
Ctrl+Enter	Complete a .com address
Shift+Enter	Complete a .net address
Ctrl+Shift+Enter	Complete a .org address
Ctrl+Shift+Delete	Clear recent history
Ctrl+D	Add a bookmark for the current page
Ctrl+Shift+B	Display available bookmarks
Ctrl+J	Display the download window
Ctrl+N	Open a new browser window
Ctrl+P	Print current page
Ctrl+T	Opens a new tab
Ctrl+W	Close the tab
Ctrl+Shift+W	Close window
Ctrl+Shift+N	Undo the close of a window
Ctrl+Shift+T	Undo the close of a tab
Ctrl+Tab	Moves through each of the open tabs
End	Go to bottom of page
Home	Go to top of page



Firefox (Mac OS)	
Command+Left Arrow	Go back a page
Command+Right Arrow	Go forward a page
F5	Reload current page
Command+Shift+F	Toggle between full screen and regular screen
Esc	Stop page from loading
Command+Return	Complete a .com address
Shift+Return	Complete a .net address
Command+Shift+Return	Complete a .org address
Command+Shift+Delete	Clear recent history
Command+D	Add a bookmark for the current page
Command+Shift+B	Display available bookmarks
Command+J	Display the download window
Command+N	Open a new browser window
Command+P	Print current page
Command+T	Opens a new tab
Command+W	Close the tab
Command+Shift+W	Close window
Command+Shift+N	Undo the close of a window
Command+Shift+T	Undo the close of a tab
Ctrl+Tab	Moves through each of the open tabs
Command+Down arrow	Go to bottom of page
Command+Up arrow	Go to top of page

Microsoft Excel	
F2	Edit the active cell
F5	Displays the Go To box
F7	Open the Spelling dialogue box to check a selected range
F11	Create a chart of data in the current range in a separate sheet
Alt+Shift+F1	Insert a new worksheet
Shift+F3	Opens Insert Function dialogue box
Shift+F5	Opens the Find and Replace dialogue box
Ctrl+Shift+:	Enter the current time
Ctrl+;	Enter the current date
Ctrl+A	Select all content in the worksheet
Ctrl+B	Bold highlighted selection
Ctrl+I	Italicize highlighted selection
Ctrl+K	Open the Insert hyperlink dialogue box
Ctrl+U	Underline highlighted selection
Ctrl+5	Apply strikethrough formatting
Ctrl+P	Brings up the print dialog box
Ctrl+Z	Undo
Ctrl+F9	Minimize a workbook window to an icon
Ctrl+F10	Maximize a selected workbook window
Ctrl+F6	Switch to the next workbook window when multiple are open
Ctrl+Page up	Move to previous sheet in a workbook
Ctrl+Page down	Move to next sheet in a workbook
Ctrl+Tab	Switch to next tab in dialogue box
Ctrl+'	Insert the value of the above cell into the cell currently selected
Ctrl+Shift+!	Apply the Number format
Ctrl+Shift+\$	Apply the Currency format
Ctrl+Shift+#	Apply the Date format
Ctrl+Shift+%	Apply the Percentage format
Ctrl+Shift+^	Apply the Exponential format
Ctrl+Shift+@	Apply the Time format
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Microsoft Excel	
Ctrl+Arrow key	Move to the edge of the current data region in a worksheet
Ctrl+Space	Select an entire column in a worksheet
Shift+Space	Select an entire row in a worksheet

Mac OS	
Command+X	Cut selected text and copy it
Command+C	Copy selected text
Command+V	Paste copied text
Command+Z	Undo previous command
Command+A	Select all items
Command+F	Open Find window to search text
Command+H	Hide windows of the front app
Command+N	Open a new document or window
Command+O	Open a selected item
Command+P	Print current document
Command+S	Save current document
Command+W	Close front window
Command+Q	Quit the app
Command+M	Minimize the front window to the Dock
Command+Space	Open Spotlight search field
Command+Tab	Switch between open apps
Command+B	Bold selected text
Command+I	Italicize selected text
Command+U	Underline selected text
Command+;	Find misspelled words in document
Option+Command+Esc	Choose an app to force quit
Shift+Command+~	Switch between open windows
Shift+Command+3	Take a screenshot
Fn+Up arrow	Scroll up one page
Fn+Down arrow	Scroll down one page
Fn+Left arrow	Scroll to beginning of document
Fn+Right arrow	Scroll to end of document

Finder	
Shift+Command+F	Open All My Files window
Shift+Command+K	Open Network window
Option+Command+L	Open Downloads folder
Shift+Command+O	Open documents folder
Shift+Command+U	Open Utilities folder
Option+Command+D	Show or hide the Dock
Shift+Command+N	Create a new folder
Command+Delete	Move selected item to the Trash
Shift+Command+Delete	Empty Trash

Chrome (Windows)	
Ctrl+N	Open new window
Ctrl+T	Open new tab
Ctrl+Shift+T	Reopen the last closed tab
Ctrl+Tab	Move to next tab
Ctrl+Shift+Tab	Move to previous tab
Alt+Left arrow	Open previous page in browsing history
Alt+Right arrow	Open next page in browsing history
Ctrl+W	Close current tab
Alt+F4	Close current window
Ctrl+Shift+O	Open Bookmarks Manager
Ctrl+H	Open History page
Ctrl+J	Open Downloads page
Ctrl+F	Open Find Bar
Ctrl+P	Print current page
Ctrl+S	Save current page
F5	Reload current page
Ctrl+D	Save current page as a bookmark
F11	Toggle full-screen mode

Chrome (Mac OS)	
Command+N	Open new window
Command+T	Open new tab
Command+Shift+T	Reopen the last closed tab
Command+Option+Right arrow	Move to next tab
Command+Option+Left arrow	Move to previous tab
Command+[	Open previous page in browsing history
Command+]	Open next page in browsing history
Command+W	Close current tab
Command+Shift+W	Close current window
Command+Option+B	Open Bookmarks Manager
Command+Y	Open History page
Command+Shift+J	Open Downloads page
Command+F	Open Find Bar
Command+P	Print current page
Command+S	Save current page
Command+R	Reload current page
Command+D	Save current page as a bookmark
Command+Ctrl+F	Toggle full-screen mode