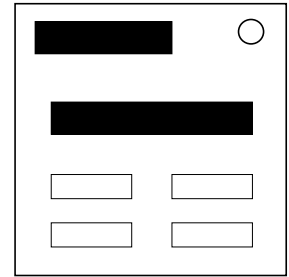


On the Subject of Shortcuts

There has to be a faster way to do that thing... If only there were 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 aswell.

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 |

| 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+Break | Open system properties |
| 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 |
| Ctrl+Arrow key | Move to the edge of the current data region in a worksheet |
| Ctrl+Space | Select an entire column 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 |