

Get to Know Your Keyboard





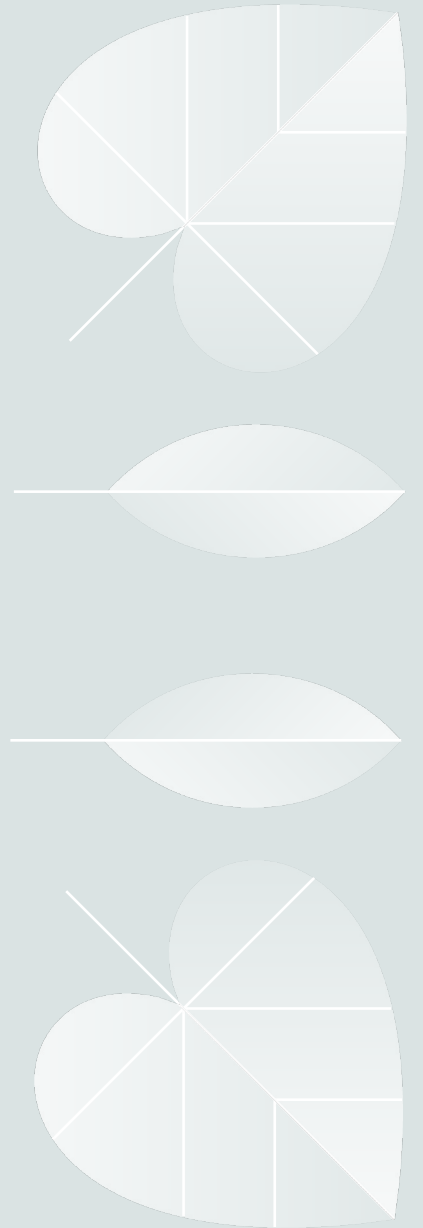
It's all about the CUA

- IBM's Common User Access
- Created in 1987
- Based on Apple's Macintosh and Microsoft's Windows Plus IBM's own stuff.
- **Everything** can be done with the Keyboard or Mouse

We start with the basics :



Home End
PgUp PgDn





CTRL

Make It Bigger!

(Yeah, ⌘ Cmd usually works on Macs)



ALT

Make it “Special”
(or access menus)



SHIFT

Select Text As We Move

(except.....)

SHIFT

— Except when it means

“Do it backwards”





Tab

Navigate Dialog boxes



The Big 4 (...well 5) for Editing

Ctrl-C, Ctrl-X, Ctrl-V, Ctrl-Z and Ctrl-A



Resources

Me: <http://www.NovelTheory.com>

CUA: https://en.wikipedia.org/wiki/IBM_Common_User_Access
<https://www.ibm.com/docs/en/zos/2.1.0?topic=reference-common-user-access-cua-guidelines>