IT
LITERACY

SHORTCUT KEYS

Agenda

- ▶ Introduction

- ▶ Copy & Cut & Paste

- ▶ Undo & Redo

- ▶ Moving Files

- ▶ Multiple Selections & Select All

- ▶ Arranging Applications

Introduction

Were you able to finish pre-class material?

Introduction

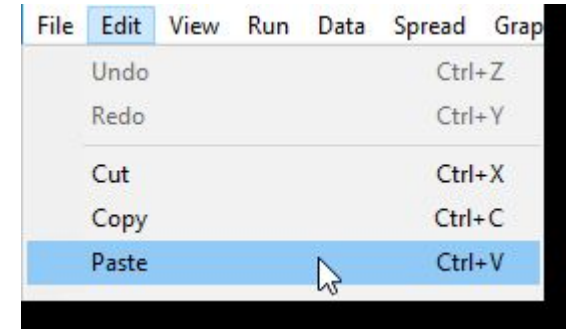# Advantages of Shortcut Keys

- They can save you time
- They can help you be more precise
- They can help you avoid repetitive strain injuries
- They can make your work more efficient

Copy & Cut & Paste

Copy & Cut & Paste

▶ Copy Shortcut Key:

Ctrl + C: Copies the selected content to the clipboard

▶ Cut Shortcut Key:

Ctrl + X: Cuts the selected content and places it in the clipboard.

▶ Paste Shortcut Keys:

Ctrl + V: Pastes the content from the clipboard to the current location.

Paste without formatting: Ctrl + Shift + V

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Additional Copy, Cut, and Paste Shortcuts

▶ Copy format: Ctrl + Shift + C

▶ Cut format: Ctrl + Shift + X

▶ Paste special: Alt + E, S

▶ Paste without formatting: Ctrl + Shift + V

▶ Paste link: Ctrl + K

▶ Paste shortcut: Ctrl + Alt + V

▶ Paste as plain text: Ctrl + Shift + V

Undo & Redo
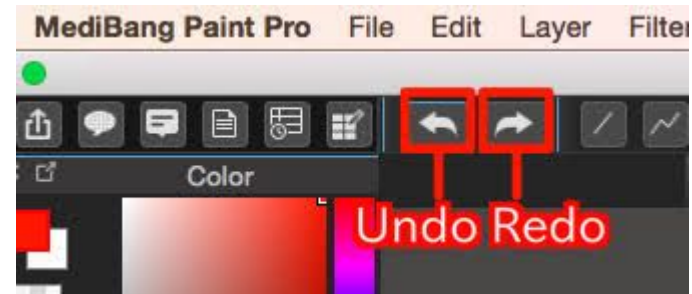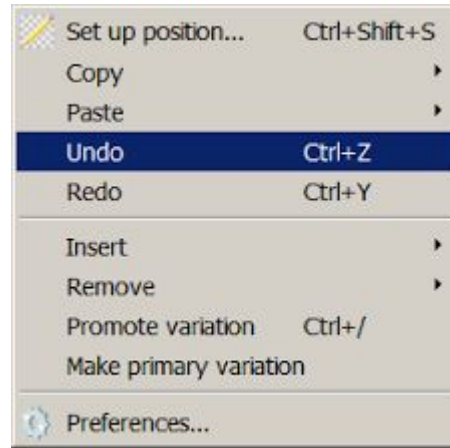
Undo & Redo

- **Undo**: Reverses the most recent action, restoring the previous state.

- **Redo**: Reapplies the previously undone action, restoring the subsequent state.

Undo & Redo

▶ Undo Shortcut Key:

Ctrl + Z: Undoes the most recent action.

▶ Redo Shortcut Key:

Ctrl + Y: Redoes the previously undone action.

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Limitations of Undo:

Keep in mind that not <u>all actions</u> can be undone. Some irreversible actions may require alternative methods to correct or revert changes.

Moving Files

Moving Files: Transferring files from one location to another within the file system.

File Moving Techniques

▶ ## Cut and Paste

Select the file(s) or folder(s) you wish to move.

Ctrl + X: Cut the selected file(s) or folder(s).

Navigate to the destination folder.

Ctrl + V: Paste the cut file(s) or folder(s) into the new location.
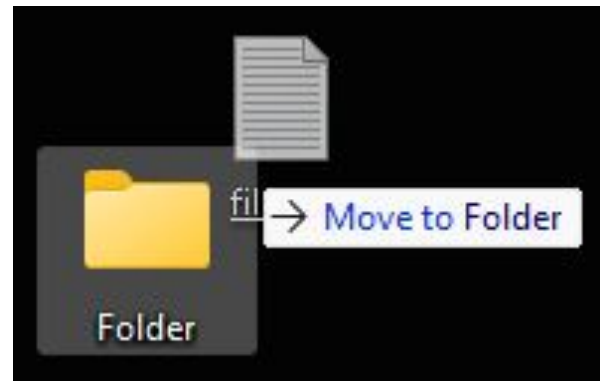
File Moving Techniques

▶ ## Drag and Drop

Select the file(s) or folder(s) you wish to move.

Click and hold the selected item(s), then drag them to the desired destination folder.

File Moving Techniques

▶ **Moving Files Across Drives**

Select the file(s) or folder(s) you wish to move.

Ctrl + X: Cut the selected file(s) or folder(s).

Navigate to the destination drive.

Ctrl + V: Paste the cut file(s) or folder(s) into the new drive.
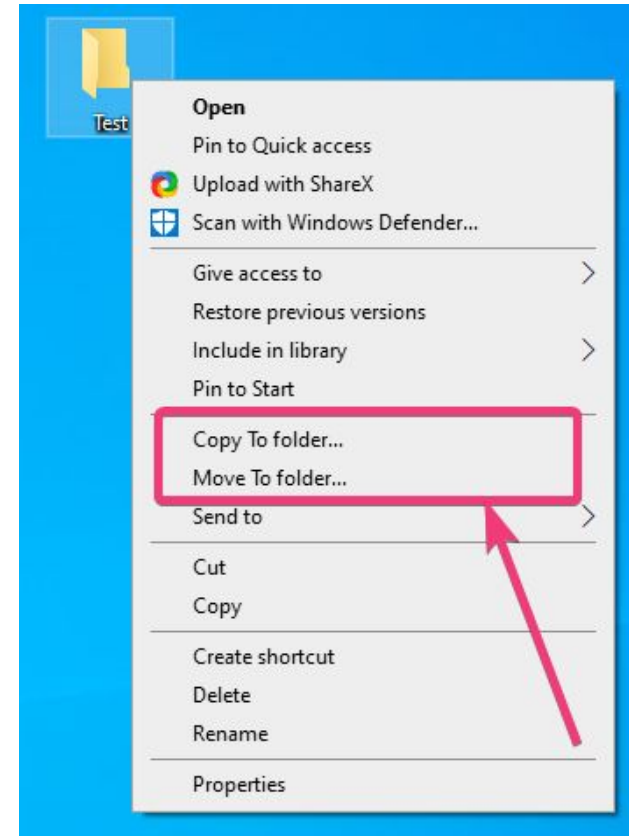
File Moving Techniques

▶ ## Using the Context Menu

Right-click the file(s) or folder(s) you wish to move.

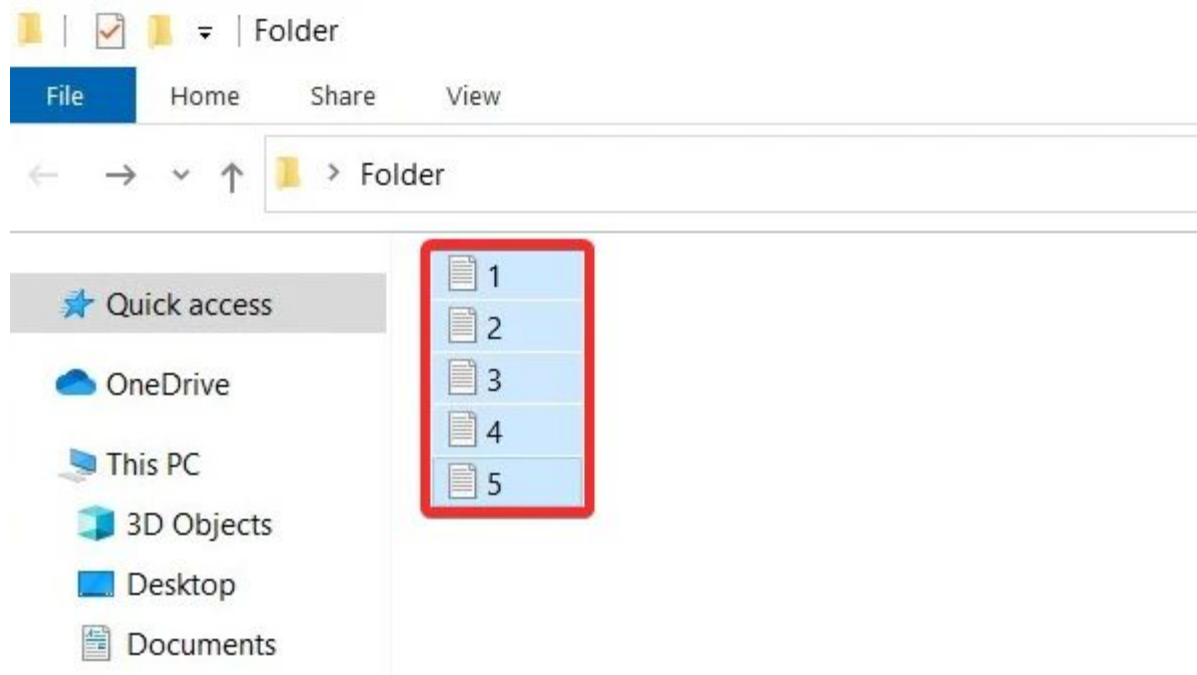Select "Copy To Folder" from the context menu.

Navigate to the destination folder.

Right-click in the destination folder.

Select "Paste" from the context menu.

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Multiple Selections & Select All

Multiple Selections & Select All

▶ Multiple Selections: The ability to select multiple files or folders simultaneously.

▶ Select All: Selecting all files or folders within a particular location or context.

Multiple Selections & Select All

▶ Selecting Multiple Files or Folders:

Hold the Ctrl key while clicking on individual files or folders to select them.

Shift + Click: Select a range of files or folders between two endpoints.

▶ Select All Shortcut Key:

Ctrl + A: Selects all files or folders within the current location or context.

Advanced Techniques for Multiple Selections and Select All

▶ Combining Keyboard and Mouse Actions:

Ctrl + Click: Select or deselect individual files or folders while maintaining the selection of others.

Ctrl + Shift + Click: Add or remove individual files or folders to/from an existing selection.

Advanced Techniques for Multiple Selections and Select All
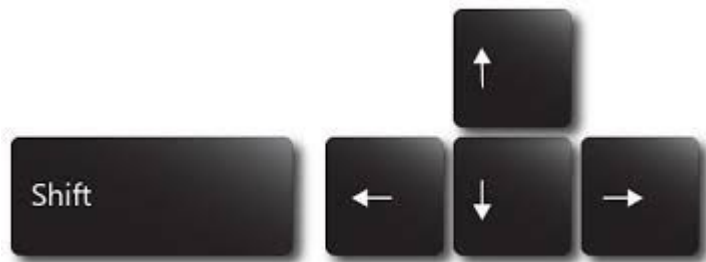
▶ ## Select All Within a Folder or Window:

Ctrl + A: Use the "Select All" shortcut to select all files or folders within a folder or window.

▶ ## Select All in Applications:

Some applications have their own "Select All" shortcut. Check the application's documentation or menu for specific shortcuts.

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Shift + arrow keys

From selecting text to navigating through documents and managing files, mastering these shortcuts will empower you to work with precision and speed.

Basic Shift and Arrow Key Shortcuts

▶ Selecting Text

Shift + Right Arrow: Selects text character by character towards the right.

Shift + Left Arrow: Selects text character by character towards the left.

Shift + Down Arrow: Selects text line by line downwards.

Shift + Up Arrow: Selects text line by line upwards.

Basic Shift and Arrow Key Shortcuts

▶ Selecting Files or Folders

Shift + Right Arrow: Extends the selection of files or folders to the right.

Shift + Left Arrow: Extends the selection of files or folders to the left.

Shift + Down Arrow: Extends the selection of files or folders downwards.

Shift + Up Arrow: Extends the selection of files or folders upwards.

Advanced Techniques for Selection and Navigation

▶ Selecting Blocks of Text

Shift + Ctrl + Right Arrow: Selects text word by word towards the right.

Shift + Ctrl + Left Arrow: Selects text word by word towards the left.

Shift + End: Selects text from the current cursor position to the end of the line.

Shift + Home: Selects text from the current cursor position to the beginning of the line.

Advanced Techniques for Selection and Navigation

▶ Navigation within Documents

Shift + Page Down: Extends the selection of text one page downwards.

Shift + Page Up: Extends the selection of text one page upwards.

Shift + Ctrl + End: Extends the selection of text to the end of the document.

Shift + Ctrl + Home: Extends the selection of text to the beginning of the document.

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Advanced Techniques for Selection and Navigation

▶ File and Folder Management

Shift + Ctrl + Right Arrow: Extends the selection of files or folders to the right within a folder.

Shift + Ctrl + Left Arrow: Extends the selection of files or folders to the left within a folder.

Application Arrangement

Application Arrangement

- ▶ Multitasking: Simultaneously running and organizing multiple applications on your desktop.

- ▶ Window Management: Positioning and resizing application windows for optimal viewing and productivity.

Basic Application Arrangement
Snapping Windows

▶ Drag and Resize

Click and drag the title bar of a window to move it to one side of the screen

▶ Windows Key + Left/Right Arrow

Select the window you want to snap, and press the Windows key along with the left or right arrow key.

▶ Windows Key + Up/Down Arrow

Maximize or restore a window by pressing the Windows key along with the up or down arrow key

Basic Application Arrangement
Resizing Windows

▶ Dragging the Window Borders

Position the mouse cursor on the window's edge, click, and drag to resize the window.

▶ Maximize and Restore

Click the maximize button (square icon) on the title bar to maximize the window and restore it to its previous size.

▶ Keyboard Method

Select the window you want to resize and press the Alt key together with the spacebar.

Advanced Application Arrangement
Task View and Virtual Desktops

▶ Task View Button

Access the Task View interface by clicking the Task View button on the taskbar to manage virtual desktops and applications.

▶ Creating Virtual Desktops

Use Task View to create multiple virtual desktops for better organization and multitasking.

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Alt + **Tab** ("Task Switcher" or "App Switcher")

▶ Task Switching: The ability to quickly switch between open applications without the need to navigate through menus or the taskbar.

▶ App Preview: Viewing live thumbnails of open applications for easy identification and selection.

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Alt + **Tab** ("Task Switcher" or "App Switcher")

▶ Switching Between Two Recent Applications

Press Alt+Tab once: Switches to the most recently used application.

Press Alt+Tab again: Returns to the previously active application.

▶ Navigating Through Open Applications

Hold Alt and press Tab: Displays a list of open applications with live previews.

Continue pressing Tab while holding Alt: Scrolls through the list of applications.

Alt + **Tab** ("Task Switcher" or "App Switcher")

▶ Using Alt+Shift+Tab

Hold Alt and Shift, then press Tab: Reverses the scrolling direction through the list of open applications.
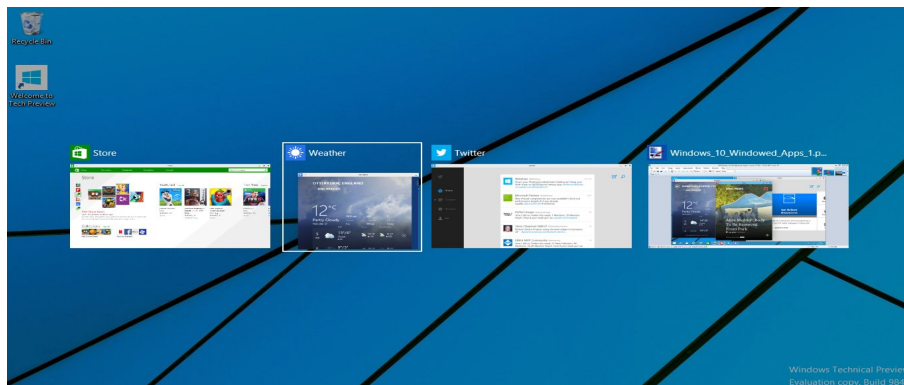
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Drag your dot to how you are feeling:

Keep going, I understand

I'm a little confused

Stop, I need help!

Agenda

- ▶ Introduction

- ▶ View Files

- ▶ Grouping Files

- ▶ Find Files

- ▶ Compressing Files

Introduction
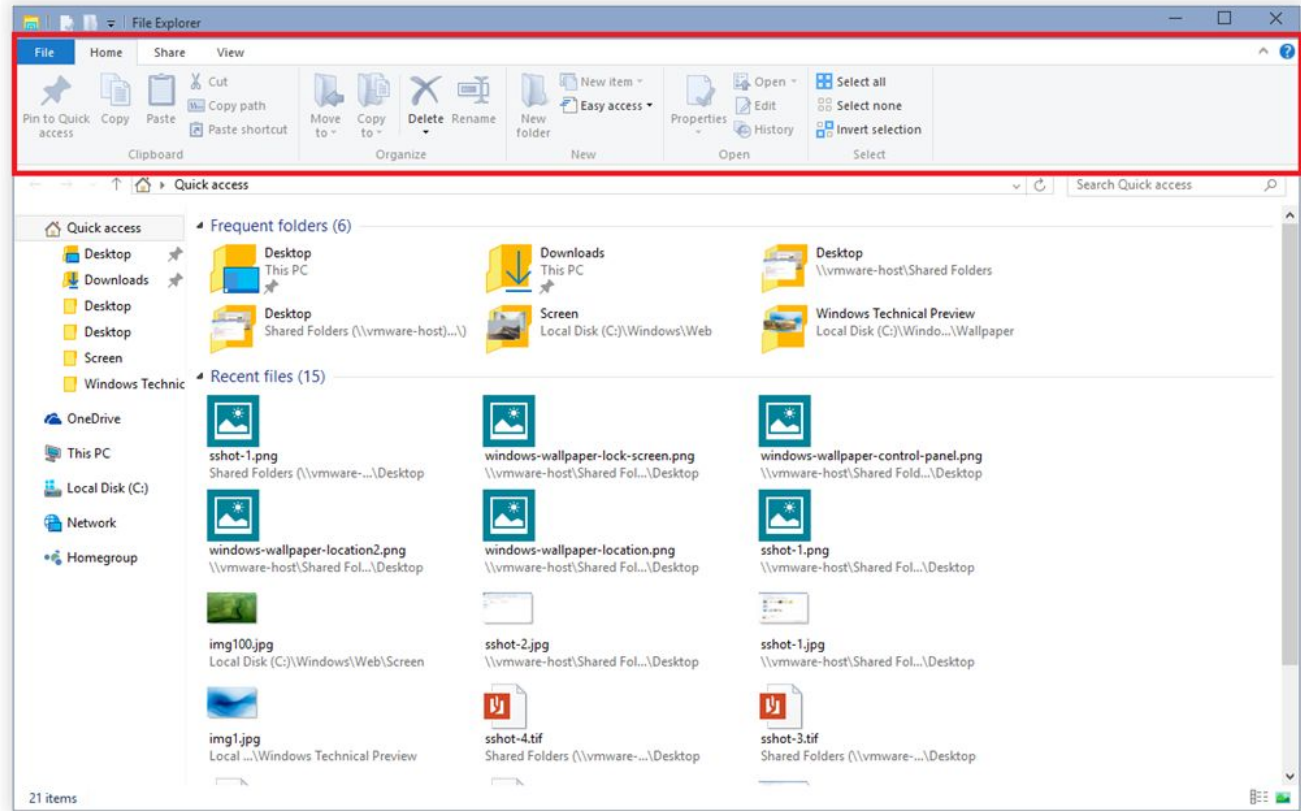
View Files
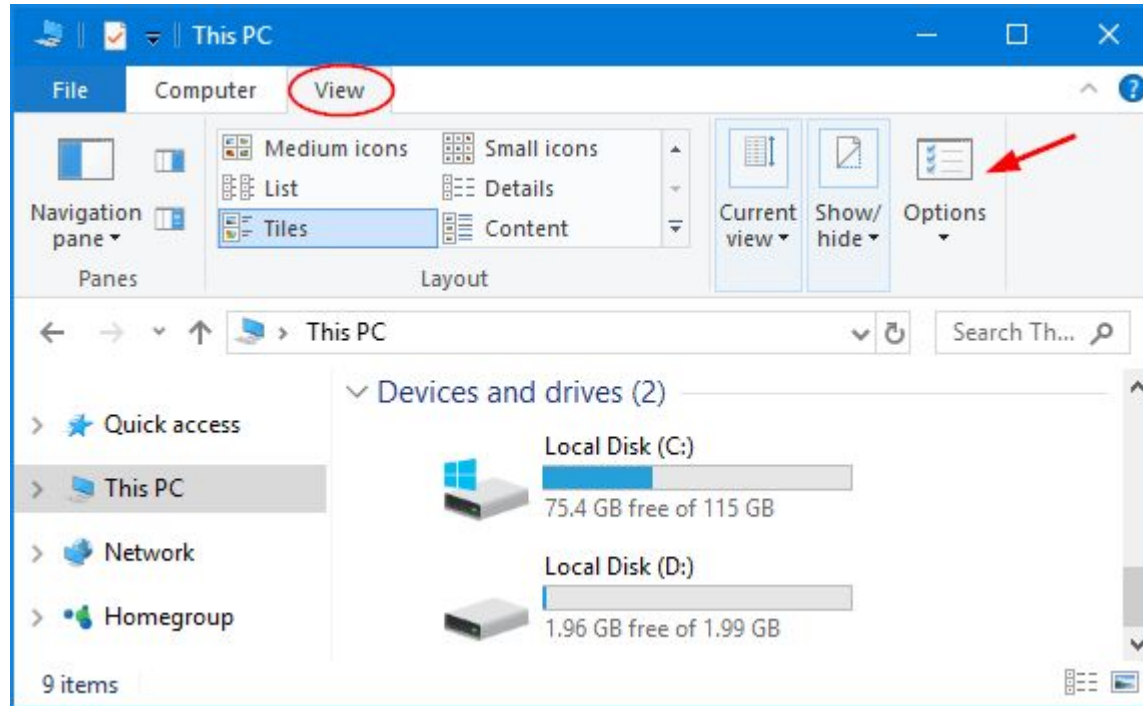
File and Folder View Options

▶ Icon View

▶ List View

▶ Tile View

▶ Content View

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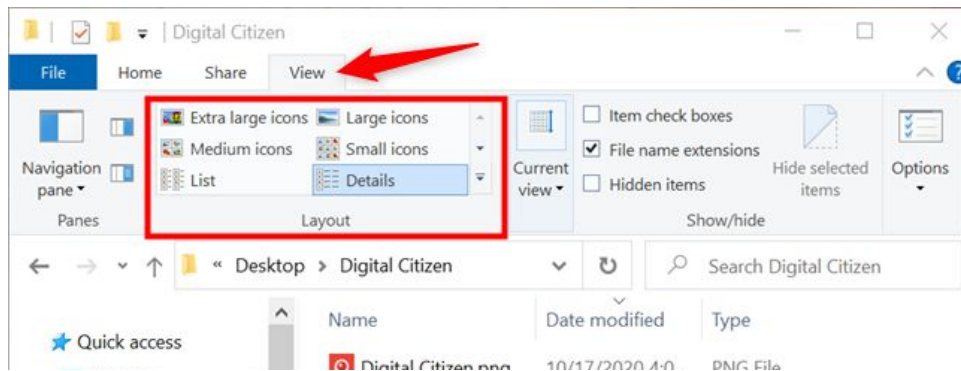
Sorting and Filtering Files
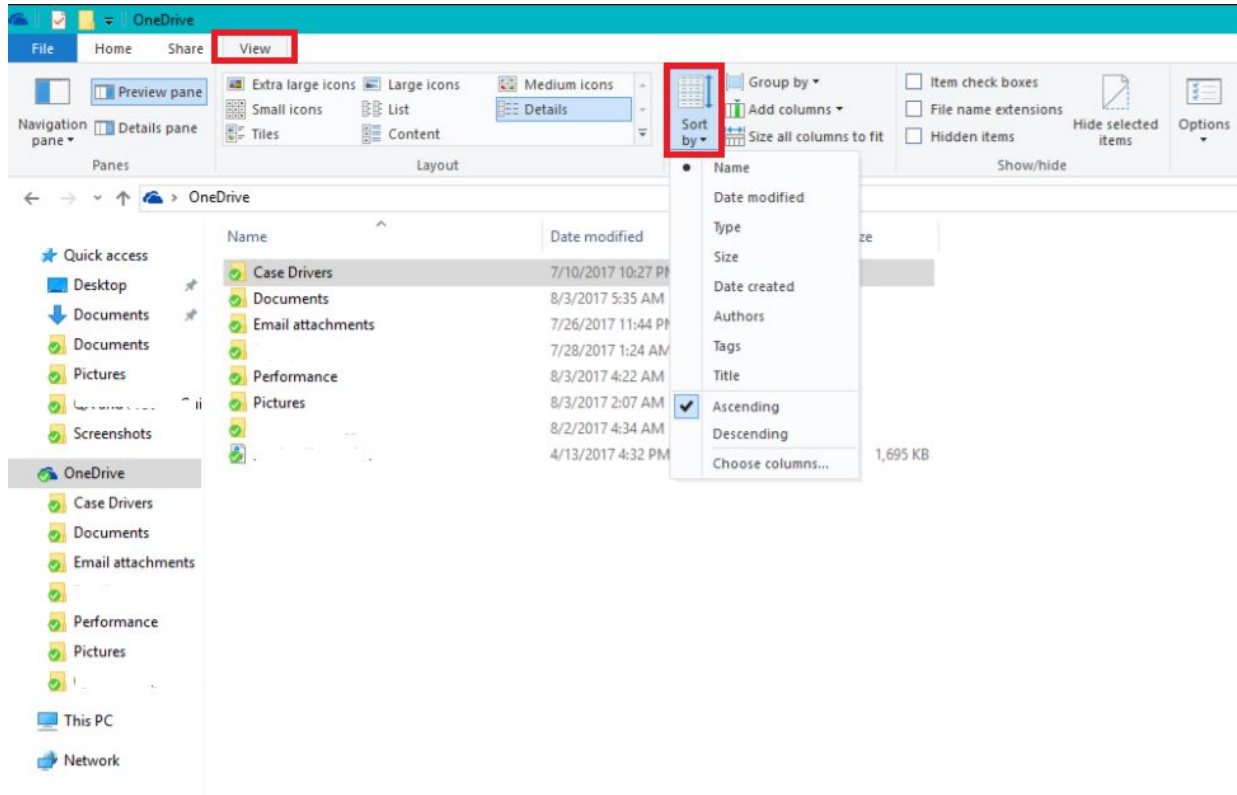
Sorting and Filtering Files

▶ ## Sorting Files

Organize files based on criteria such as name, date modified, size, or file type, enabling you to quickly find and access specific files.

▶ ## Filtering Files

Narrow down displayed files based on specific attributes or search criteria, optimizing file search and management.

Grouping Files
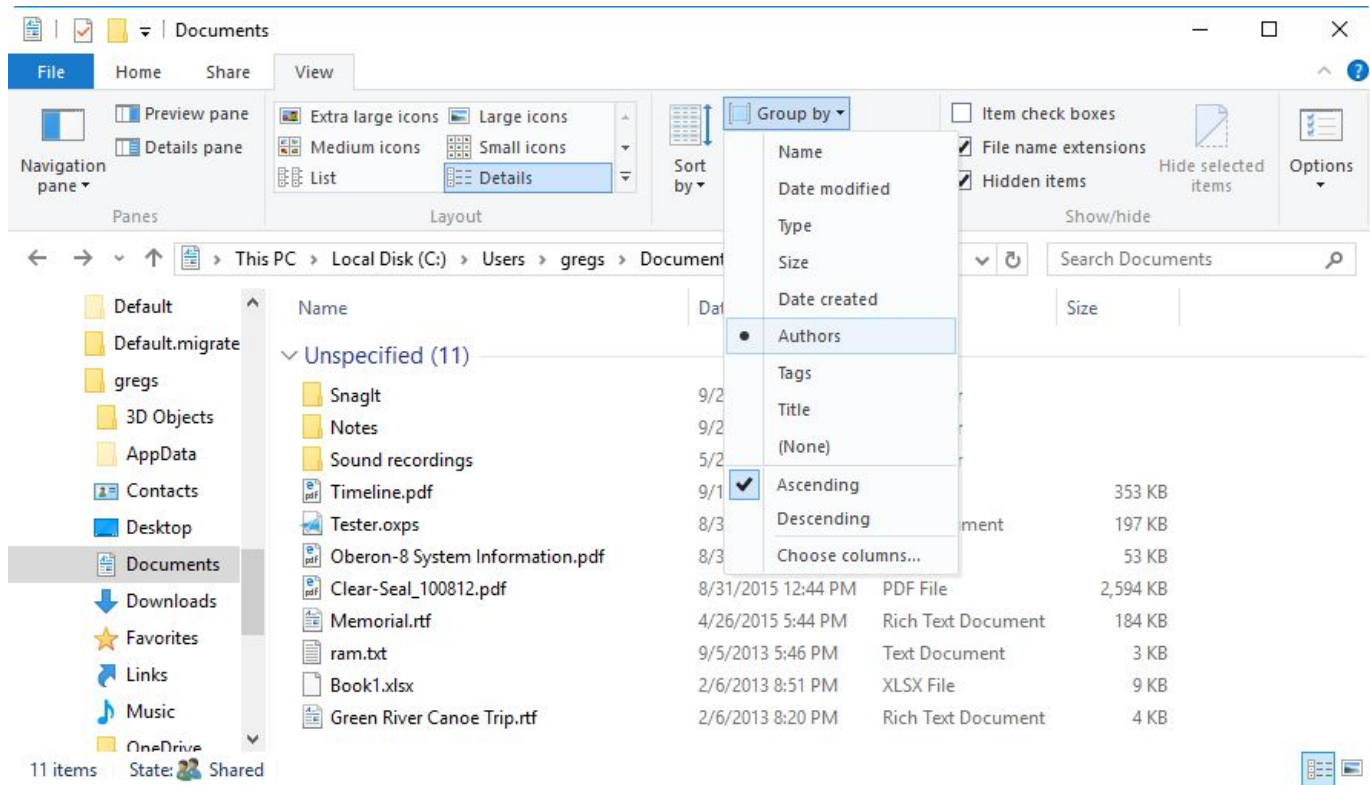
Grouping Files

▶ Grouping by Name: Organizing files alphabetically based on their names.

▶ Grouping by Date Modified: Categorizing files according to their modification dates.

▶ Grouping by Type: Grouping files based on their file extensions or types.

▶ Grouping by Size: Categorizing files by their file size.

Find Files

Find Files

Basic File Search Techniques Using the Search Box:

- **Open File Explorer:** Open File Explorer by pressing the Windows key + E or by clicking on the folder icon on the taskbar.

- **Locate the Search Box:** In the top-right corner of the File Explorer window, you will see a search box labeled "Search" or with a magnifying glass icon.

- **Enter Search Criteria:** Click on the search box and start typing the name or part of the name of the file or folder you want to find.

- **Refine the Search:** If you have a large number of search results, you can refine the search by using additional search parameters.
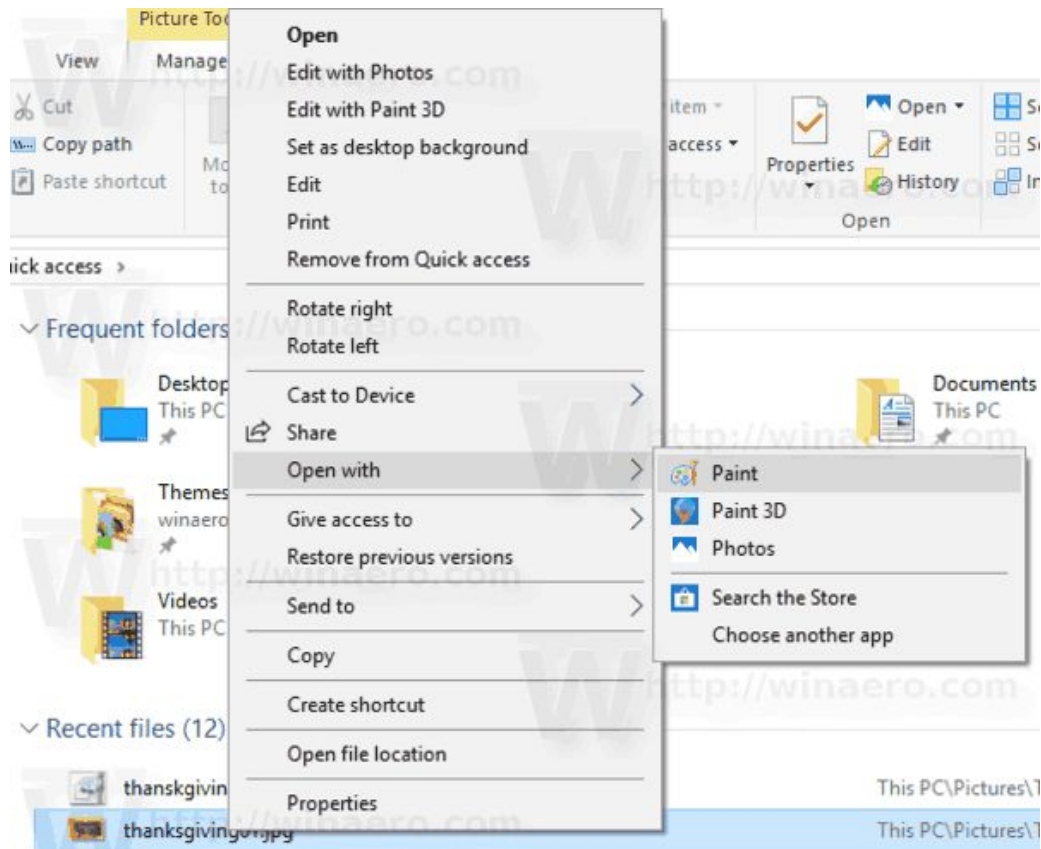
Files Extensions
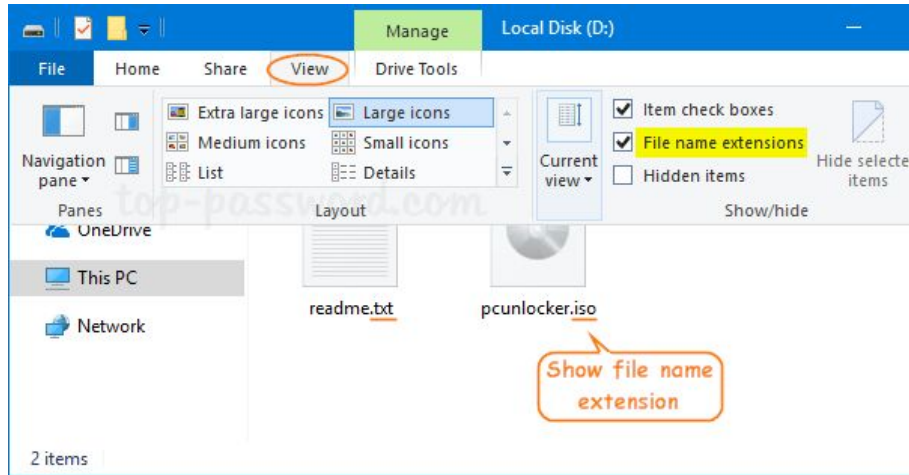
File Extensions

▶ **What are File Extensions?**

File extensions are a string of characters appended to the end of a file name, separating the base file name from the extension. They consist of letters or numbers and are typically three or four characters long, such as ".docx" for Microsoft Word documents or ".jpg" for image files.

Open With

Open With

▶ When you right-click on a file and select "Open With," you are presented with a list of available programs that can be used to open that particular file.

▶ From the submenu, you can either select one of the suggested programs to open the file, or click on "Choose another app" or "Choose another program" to browse and select a different program installed on your computer.

Recycle Bin (Trash)

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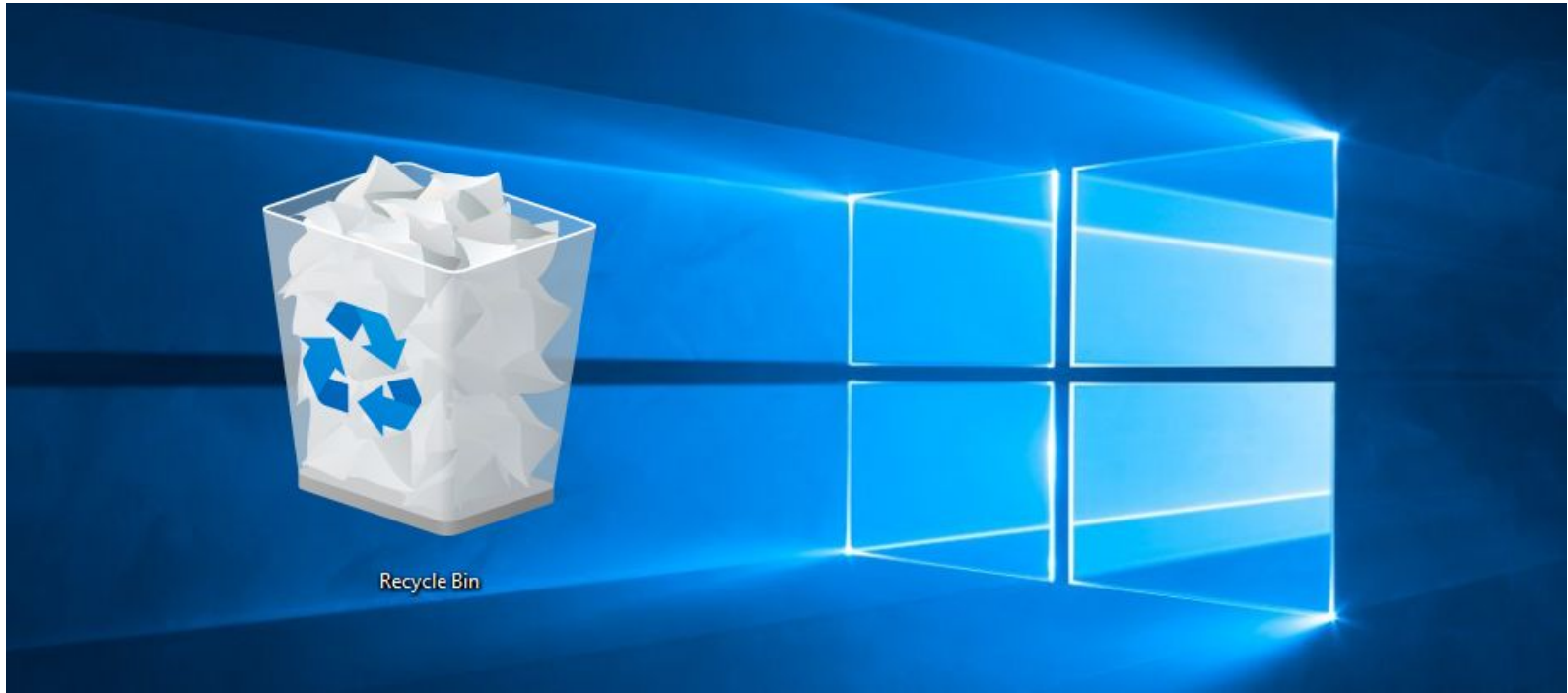
Recycle Bin

▶ The Recycle Bin is a temporary storage location on your computer where deleted files and folders are retained until they are permanently deleted or restored.
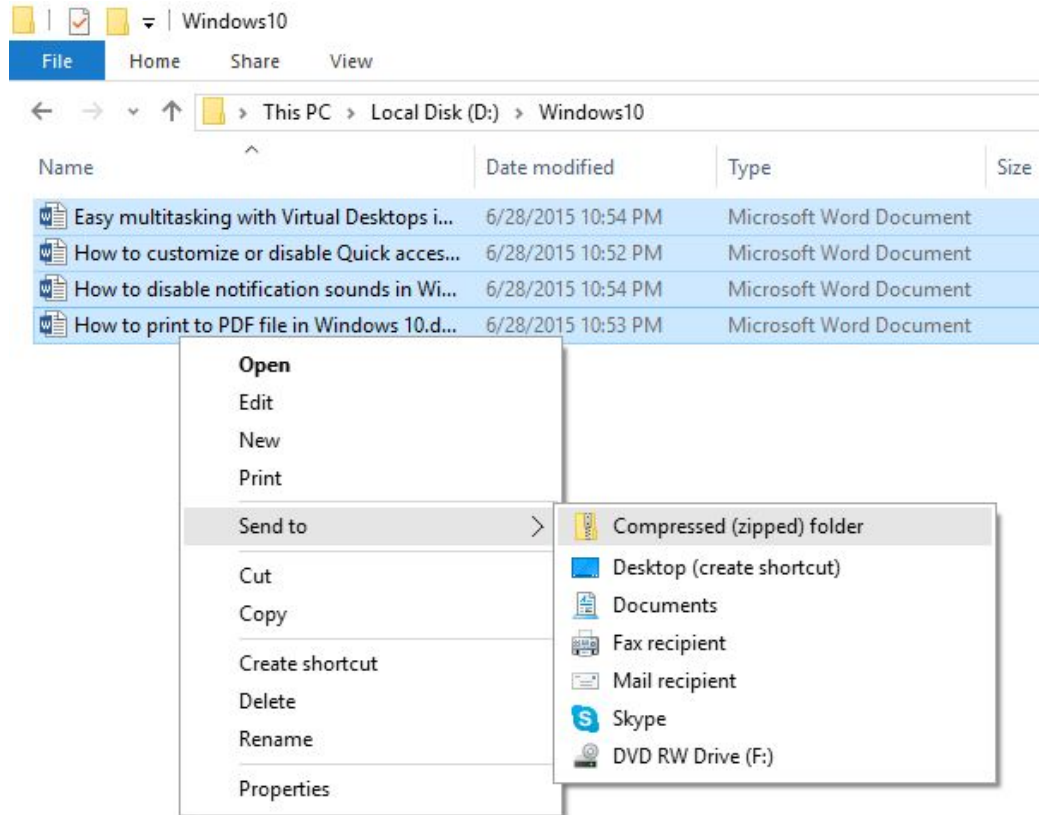
Recycle Bin

▶ Sending Files to the Recycle Bin

▶ Bypassing the Recycle Bin

▶ Accessing the Recycle Bin

▶ Restoring Deleted Files

▶ Emptying the Recycle Bin

Compressing Files

File Compression

▶ File compression is the process of reducing the size of one or more files to save storage space and make them easier to transfer or share.

▶ It achieves this by using compression algorithms that remove redundant or unnecessary data from the files.

File Compression

▶ Using File Explorer

▶ Extracting with Third-Party Software

▶ Modifying Compressed Archives

▶ Encrypting Compressed Archives

Drag your dot to how you are feeling:

Keep going, I understand

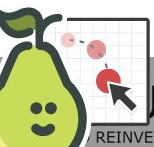I'm a little confused

Stop, I need help!

THANKS!

Any questions?