The key board and about it

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Basic PC shortcut keys

Alt + F
File menu options in current program.

Alt + E
Edit options in current program

F1
Universal Help in almost every Windows program.

Ctrl + A
Select all text.

Ctrl + F
Open find window for current document or window.

Ctrl + S
Save current document file.

Ctrl + X
Cut selected item.

Shift + Del
Cut selected item.

Ctrl + C
Copy selected item.

Ctrl + Ins
Copy selected item

Ctrl + V
Paste

Shift + Ins
Paste

Ctrl + P
Print the current page or document.

Home
Goes to beginning of current line.

Ctrl + Home
Goes to beginning of document.

End
Goes to end of current line.

Ctrl + End
Goes to end of document.

Shift + Home
Highlights from current position to beginning of line.

Shift + End
Highlights from current position to end of line.

Ctrl + Left arrow
Moves one word to the left at a time.

Ctrl + Right arrow
Moves one word to the right at a time.

CTRL+B	Moves the cursor backward one character.
CTRL+C	Cancels the currently running command.
CTRL+D	Logs out of the current session.
CTRL+F	Moves the cursor forward one character.
CTRL+H	Erase one character. Similar to pressing backspace.
CTRL+P	Paste previous line(s).
CTRL+S	Stops all output on screen (XOFF).
CTRL+Q	Turns all output stopped on screen back on (XON).
CTRL+U	Erases the complete line.
CTRL+W	Deletes the last word typed in. For example, if you typed 'mv file1 file2' this shortcut would delete file2.
CTRL+Z	Cancels current operation, moves back a directory or takes the current operation and moves it to the background.

What are the F1 through F12 keys?

F1

- Almost always used as the help key, almost every program opens a help screen when this key is pressed.
- Enter CMOS Setup.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the Task Panel.

F2

- In Windows renames a highlighted icon, file, or folder in all versions of Windows.
- Alt + Ctrl + F2 opens document window in Microsoft Word.
- Ctrl + F2 displays the print preview window in Microsoft Word.
- Quickly rename a selected file or folder.

F3

- Often opens a search feature for many programs including Microsoft Windows when at the Windows Desktop..
- In MS-DOS or Windows command line F3 will repeat the last command.
- Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.
- Windows Key + F3 opens the Advanced find window in Microsoft Outlook.
- Open Mission Control on an Apple computer running Mac OS X.

F4

- Open find window in Windows 95 to XP.
- Open the address bar in Windows Explorer and Internet Explorer.
- Repeat the last action performed (Word 2000+)
- Alt + F4 closes the program window currently active in Microsoft Windows.
- Ctrl + F4 closes the open window within the current active window in Microsoft Windows.

F5

- In all modern Internet browsers pressing F5 will refresh or reload the page or document window.
- Open the find, replace, and go to window in Microsoft Word.
- Starts a slideshow in PowerPoint.

F6

- Move the cursor to the Address bar in Internet Explorer, Mozilla Firefox, and most other Internet browsers.
- Ctrl + Shift + F6 opens to another open Microsoft Word document.

F7

- Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.
- Shift + F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret browsing in Mozilla Firefox.

F8

- Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.

F9

- Refresh document in Microsoft Word.
- Send and receive e-mail in Microsoft Outlook.
- Opens the Measurements toolbar in Quark 5.0.
- With Mac OS 10.3 or later shows all open Windows.
- Using the Fn key and F9 at the same time opens Mission Control on an Apple computer running Mac OS X.

F10

- In Microsoft Windows activates the menu bar of an open application.
- Shift + F10 is the same as right-clicking on a highlighted icon, file, or Internet link.
- Access the hidden recovery partition on HP and Sony computers.
- With Mac OS 10.3 or later shows all open Windows for active program.

F11

- Full-screen mode in all modern Internet browsers.
- Ctrl + F11 as computer is starting to access the hidden recovery partition on many Dell computers.
- Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.
- With Mac OS 10.4 or later hides all open windows and shows the Desktop.

F12

- Open the Save as window in Microsoft Word.
- Ctrl + F12 opens a document In Word.
- Shift + F12 saves the Microsoft Word document (like Ctrl + S).
- Ctrl + Shift + F12 prints a document in Microsoft Word.
- Preview a page in Microsoft Expression Web
- Open Firebug.
- With an Apple running Mac OS 10.4 or later F12 shows or hides the Dashboard.

F13 - F24

Early IBM computers also had keyboards with F13 through F24 keys. However, because these keyboards are no longer used they are not listed on this page.

Computer Arithmetic

Electronic logic deals with currents that are on or off, it has been found convenient to represent quantities in binary form to perform arithmetic on a computer.

Thus, instead of having ten different digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9, in binary arithmetic there are only two different digits, **0 and 1.**

When moving to the next column, instead of the digit representing a quantity that is ten times as large, it only represents a quantity that is two times as large.

Thus, the first few numbers are written in binary as follows:

	Decimal	Binary
Zero	0	0
One	1	1
Two	2	10
Three	3	11
Four	4	100
Five	5	101
Six	6	110
Seven	7	111
Eight	8	1000
Nine	9	1001
Ten	10	1010
Eleven	11	1011
Twelve	12	1100

ASCII (American Standard Code for Information Interchange) control code:

Binary	Oct	Dec	Hex	Symbol	Name	Binary	Oct	Dec	Hex	Symbol	Name
000 0000	000	0	00	NUL	Null character	001 0001	021	17	11	DC1	Device Control 1
000 0001	001	1	01	SOH	Start of Header	001 0010	022	18	12	DC2	Device Control 2
000 0010	002	2	02	STX	Start of Text	001 0011	023	19	13	DC3	Device Control 3
000 0011	003	3	03	ETX	End of Text	001 0100	024	20	14	DC4	Device Control 4
000 0100	004	4	04	EOT	End of Transmission	001 0101	025	21	15	NAK	Negative Acknowledgment
000 0101	005	5	05	ENQ	Enquiry	001 0110	026	22	16	SYN	Synchronous idle
000 0110	006	6	06	ACK	Acknowledgment	001 0111	027	23	17	ETB	End of Transmission Block
000 0111	007	7	07	BEL	Bell	001 1000	030	24	18	CAN	Cancel
000 1000	010	8	08	BS	Backspace	001 1001	031	25	19	EM	End of Medium
000 1001	011	9	09	HT	Horizontal Tab	001 1010	032	26	1A	SUB	Substitute
000 1010	012	10	0A	LF	Line feed	001 1011	033	27	1B	ESC	Escape
000 1011	013	11	0B	VT	Vertical Tab	001 1100	034	28	1C	FS	File Separator
000 1100	014	12	0C	FF	Form feed	001 1101	035	29	1D	GS	Group Separator
000 1101	015	13	0D	CR	Carriage return	001 1110	036	30	1E	RS	Record Separator
000 1110	016	14	0E	SO	Shift Out	001 1111	037	31	1F	US	Unit Separator
000 1111	017	15	0F	SI	Shift In	111 1111	177	127	7F	DEL	
001 0000	020	16	10	DLE	Data Link Escape						

BCD or Binary Coded Decimal

BCD or **Binary Coded Decimal** - is that number system or code which has the binary numbers or digits to represent a decimal number.

CodeBCD 8421				Code décimal 1 parmi 10									
D	C	B	A	0	1	2	3	4	5	6	7	8	9
0	0	0	0	1	0	0	0	0	0	0	0	0	0
0	0	0	1	0	1	0	0	0	0	0	0	0	0
0	0	1	0	0	0	1	0	0	0	0	0	0	0
0	0	1	1	0	0	0	1	0	0	0	0	0	0
0	1	0	0	0	0	0	0	1	0	0	0	0	0
0	1	0	1	0	0	0	0	0	1	0	0	0	0
0	1	1	0	0	0	0	0	0	0	1	0	0	0
0	1	1	1	0	0	0	0	0	0	0	1	0	0
1	0	0	0	0	0	0	0	0	0	0	0	1	0
1	0	0	1	0	0	0	0	0	0	0	0	0	1