

## Web Browsers

### Keyboard Shortcuts

<b>Ctrl+N</b>	Open a new window
<b>Ctrl+T</b>	Open a new tab (if your browser supports tabs)
<b>Ctrl+W</b>	Close the current window/tab
<b>Ctrl+R</b>	Refresh
<b>Esc</b>	Stop
<b>Alt+←</b>	Back
<b>Alt+→</b>	Forward
<b>PageUp</b>	Move up a page
<b>PageDown</b>	Move down a page
<b>Alt+Home</b>	Go to your homepage
<b>Alt+D</b>	Move focus to the address bar to type in a URL
<b>Ctrl+Enter</b>	Add "http://www." and ".com" around an address
<b>MiddleClick</b>	Middle-clicking a tab will close it, even if it's not the active tab

### Scenario: Open a website in a new window

1. **Ctrl+N** to open a new window
2. **Alt+D** to bring you to the address bar
3. Type the address without the "http://www." or the ".com" (for example, "microsoft" instead of "http://www.microsoft.com")
4. Press **Ctrl+Enter** to add in the "http://www." and the ".com"

## Editing Text

### Keyboard Shortcuts

<b>Ctrl+B</b>	Bold the selected text bold
<b>Ctrl+I</b>	Italicize the selected text italic
<b>Ctrl+U</b>	Underline the selected text
<b>Ctrl+Backspace</b>	Delete the previous word
<b>Ctrl+Del</b>	Delete the next word
<b>Ctrl+F</b>	Find some text in the current document
<b>Ctrl+Z</b>	Undo your last action

### Scenario: Bold some text you are about to type

1. **Ctrl+B** to turn on the bold feature
2. Type the text you want to be bold
3. **Ctrl+B** to turn off the bold feature

## Moving the Cursor and Selecting Text

Pay close attention to these! These keyboard shortcuts can be used in almost all text editors, like Notepad, your instant messaging program, and any text input dialog boxes in Windows.

### Moving the Cursor

<b>PageUp</b>	Move the cursor up a page
<b>PageDown</b>	Move the cursor down a page
<b>Home</b>	Move the cursor to the beginning of the line
<b>End</b>	Move the cursor to the end of the line
<b>Ctrl+Home</b>	Move the cursor to the beginning of the document
<b>Ctrl+End</b>	Move the cursor to the end of the document
<b>Ctrl+←</b>	Move the cursor left one word
<b>Ctrl+→</b>	Move the cursor right one word

The keyboard shortcuts for selecting text are directly related to those that move the cursor around. Just add a **Shift**:

### Selecting Text

<b>Shift+PageUp</b>	Select everything between the cursor and a page previous
<b>Shift+PageDown</b>	Select everything between the cursor and a page after
<b>Shift+Home</b>	Select everything between the cursor and the beginning of the line
<b>Shift+End</b>	Select everything between the cursor and the end of the line
<b>Shift+Ctrl+Home</b>	Select everything between the cursor and the beginning of the document
<b>Shift+Ctrl+End</b>	Select everything between the cursor and the end of the document
<b>Shift+Ctrl+←</b>	Select the word to the left
<b>Shift+Ctrl+→</b>	Select the word to the right

### Scenario: Selecting A Line Of Text

1. **Home** to move the cursor to the beginning of the line
2. **Shift-End** to move the cursor to the end of the line and select everything along the way

### Using the Clipboard

<b>Ctrl+C</b>	Copy what's selected
<b>Ctrl+X</b>	Cut what's selected
<b>Ctrl+V</b>	Paste what you last copied or cut
<b>Ctrl+A</b>	Select all

### Documents and Files

<b>Ctrl+N</b>	Create a new document
<b>Ctrl+O</b>	Open an existing document
<b>Ctrl+W</b>	Close the current document
<b>Ctrl+S</b>	Saves the current document
<b>Ctrl+P</b>	Print the current document

### Windows

<b>Alt+F4</b>	Exit the active window
<b>Alt+Tab</b>	Switch to the previous active window
<b>Alt+Esc</b>	Cycle through all open windows
<b>Win+D</b>	Show desktop (hit it again to show windows)

### Conclusion

There are a huge amount of keyboard shortcuts to take advantage of. Take it slow and learn 3 of these every few days. I recommend learning **Ctrl+S** to save files, **Ctrl+C** to copy what's selected, and **Alt+Tab** to switch between windows.