Windows Quick Keys & Other Keyboard Timesavers

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Key(s)	Effect
Double-click	Highlights word
Triple-click	Highlights paragraph
Control + A	Highlights all text in document
Control + C	Copies all highlighted text onto clipboard
Control + V	Pastes all text from clipboard
Control + X	Cuts highlighted text and copies cut text onto clipboard
Control + Z	Undoes last edit
Control + Y	Undoes what "Control + Z" just did (i.e., reinserts previous edit)
Delete	Cuts highlighted text without copying it onto clipboard
Windows icon + M	Minimizes all windows
F2	Selects file name or folder name when file or folder is highlighted. If you then press Control + C, this copies the name of the file or folder onto the clipboard, from where it can be pasted (using Control + V) as any other text. This is a handy way to reference a filename accurately without having to retype it.
F5	Inserts current time and date (in Notepad, which is in "Accessories")
PrintScrn	Copies the current screen onto clipboard. To get a hard copy of your screenshot: open an image program such as Paint (in "Accessories"), press Control + V to paste the screenshot into the Paint document; print.

Hint: Many of the above quick keys (including the Control + A, C, V, X, and Y keys) work in Outlook as well, which is especially handy in the Task function if you want to reassign the same future due date to multiple tasks. Just copy (Control + A + C) the new due date once, then click in the due date field for the next task, press Control key, and hold it down while pressing the A and then the V keys. Further hint: If you are looking at your Tasks for Today view, the task will disappear from the view once you insert the future due date, and the curser will automatically end up hovering above the date field for the next task. Therefore, if you want to insert the same future due date for the next task(s) in your list, all you have to do for all subsequent tasks is: left-click to insert the curser in the next task's date field, then press the Control + A + V keys again; you don't even have change your finger positions on the keyboard. (To do this, I usually use my left thumb to click the curser, then my pinky to press and hold the Control key, my ring finger to press the A key, and my pointer to press the V key; after several repetitions these motions become almost one fluid flick of the wrist.) Note: Double-clicking

and triple-clicking in a List view in Outlook does not copy the text, but opens the window of the task you're clicking on. At that point, double- and triple-clicking works as described in the table above.

Another hint: All of these Control + letter quick keys (and more) are listed opposite the applicable function in the "Edit" menu of Word, Outlook, and other standard Windows programs.

Yet another hint: Check out the wonderful program www.ActiveWords.com which lets you quickly and easily assign words or codes to replace text, open files, open folders, and more in any program on a computer on which ActiveWords is installed. (The Control + A, C, V, etc. keys work in ActiveWords as well, so you can copy and paste existing text into ActiveWords, so you need never again type anything more than once.) You can also assign the same ActiveWord to open multiple files or folders; e.g., "pending" can be assigned to all the documents you want to access quickly, without having to navigate through your various folders and subfolders; "ToDoLists" (or "tdl") can be assigned to open your detailed Word to-do lists for your various projects. The possible ways to use ActiveWords to increase your efficiency are endless.