

INDYLAPTOPS

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Welcome To Different. Welcome to IndyLaptops.

Helpful Keyboard Short Cuts

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- Delete (Delete)
- Shift+Delete (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+Shift while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+Shift with any of the arrow keys (Highlight a block of text)
- Shift with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- Alt+Enter (View the properties for the selected item)
- Alt+F4 (Close the active item, or quit the active program)
- Alt+Enter (Display the properties of the selected object)
- Alt+Spacebar (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- Alt+Tab (Switch between the open items)
- Alt+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- Shift+F10 (Display the shortcut menu for the selected item)
- Alt+Spacebar (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- Alt+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (Activate the menu bar in the active program)
- RIGHT ARROW (Open the next menu to the right, or open a submenu)
- LEFT ARROW (Open the next menu to the left, or close a submenu)
- F5 key (Update or refresh the active window)
- Backspace (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- Shift when you insert a CD-ROM into the [CD-ROM drive](#) (Prevent the CD-ROM from automatically playing)

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