

Using Microsoft Windows applications without a mouse

Introduction

This document lists keyboard shortcuts you can use with Windows and provides instruction for using the keyboard number pad in addition to the mouse.

Windows system key combinations

F1	Help
Ctrl+Esc	Open Start menu
Alt+Tab	Switch between open programs
Alt +F4	Quit program
Shift+Delete	Delete item permanently

Windows program key combinations

Ctrl +C	Copy
Ctrl +X	Cut
Ctrl +V	Paste
Ctrl +Z	Undo
Ctrl +B	Bold
Ctrl +U	Underline
Ctrl +I	Italic

General keyboard-only commands

F1	Starts Windows Help
F10	Activates menu bar options
Shift +F10	Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
Ctrl +Esc	Opens the Start menu (use the Arrow keys to select an item)
Ctrl +Esc or Esc	Selects the Start button (press Tab to select the taskbar, or press Shift +F10 for a context menu)
Alt + Down Arrow	Opens a drop-down list box

Alt + Tab	Switch to another running program (hold down the Alt key and then press the Tab key to view the task-switching window)
Shift	Press and hold down the Shift key while you insert a CD-ROM to bypass the automatic-run feature
Alt +Space	Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
Alt + - (Alt +hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)
Ctrl + Tab	Switch to the next child window of a Multiple Document Interface (MDI) program
Alt +underlined letter in menu	Opens the menu
Alt +F4	Closes the current window
Ctrl +F4	Closes the current Multiple Document Interface (MDI) window
Alt +F6	Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, Alt +F6 switches between the Find dialog box and the main Notepad window)

General folder/shortcut control

F4	Selects the Go To A Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
F5	Refreshes the current window
F6	Moves among panes in Windows Explorer
Ctrl +G	Opens the Go To Folder tool (in Windows 95 Windows Explorer only)
Ctrl +Z	Undo the last command
Ctrl +A	Select all the items in the current window
Backspace	Switch to the parent folder
Shift +click +Close button	For folders, close the current folder plus all parent folders

Keyboard keys

Windows Logo	Start menu
Windows Logo+R	Run dialog box
Windows Logo+M	Minimize all
Shift+Windows Logo+M	Undo minimize all
Windows Logo+F1	Help
Windows Logo+E	Windows Explorer
Windows Logo+F	Find files or folders
Windows Logo+D	Minimizes all open windows and displays the desktop
Ctrl +Windows Logo +F	Find computer
Ctrl +Windows Logo + Tab	Moves focus from Start, to the Quick Launch toolbar, to the system tray (use Right Arrow or Left Arrow to move focus to items on the Quick Launch toolbar and the system tray)
Windows Logo+ Tab	Cycle through taskbar buttons
Windows Logo+Break	System Properties dialog box
Application key	Displays a shortcut menu for the selected item

Dialog box keyboard commands

Tab	Move to the next control in the dialog box
Shift + Tab	Move to the previous control in the dialog box
Spacebar	If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.
Enter	Equivalent to clicking the selected button (the button with the outline)
Esc	Equivalent to clicking the Cancel button
Alt +underlined letter in dialog box item	Move to the corresponding item

Setting up MouseKeys

- 1 Open **Accessibility Properties** from the **Control Panel**.
- 2 Click the **Mouse** tab.
- 3 Under **MouseKeys**, click **Use MouseKeys**.
- 4 Click **OK**.

Using MouseKeys

Move the mouse around as normal.

To click the mouse, press the **5** key on your numeric keypad.

To double-click the mouse, press the plus key (**+**) on your numeric keypad.

Additional resources

A selection of factsheets covering a wide range of topics, including; keyboard shortcuts, getting round difficulties with the keyboard and mouse and single handed keyboard use are available for download from

<http://www.abilitynet.co.uk/>