

# ***ZOOMERS' Shortcuts***

|  |                           |
|--|---------------------------|
| <a href="#"><u>Menus.....</u></a>                      | <a href="#"><u>2</u></a>  |
| <a href="#"><u>Lists of files and folders.....</u></a> | <a href="#"><u>2</u></a>  |
| <a href="#"><u>Dialog boxes.....</u></a>               | <a href="#"><u>3</u></a>  |
| <a href="#"><u>Text.....</u></a>                       | <a href="#"><u>5</u></a>  |
| <a href="#"><u>Desktop and programs.....</u></a>       | <a href="#"><u>7</u></a>  |
| <a href="#"><u>Most programs.....</u></a>              | <a href="#"><u>8</u></a>  |
| <a href="#"><u>Word.....</u></a>                       | <a href="#"><u>10</u></a> |
| <a href="#"><u>Internet Explorer.....</u></a>          | <a href="#"><u>11</u></a> |
| <a href="#"><u>Outlook Express.....</u></a>            | <a href="#"><u>12</u></a> |
| <a href="#"><u>Zoomtext.....</u></a>                   | <a href="#"><u>13</u></a> |

Written by Chorlton Workshop for hsbp

# Menus

|                        |             |
|------------------------|-------------|
| Move down one item     | DOWN ARROW  |
| Move up one item       | UP ARROW    |
| Move to top of menu    | HOME        |
| Move to bottom of menu | END         |
| Open sub-menu          | RIGHT ARROW |
| Close menu             | ESC         |
| Execute menu item      | ENTER       |

# Lists of files and folders

|                    |            |
|--------------------|------------|
| Move down one file | DOWN ARROW |
|--------------------|------------|

|   |                       |
|---|-----------------------|
| Move up one file                          | UP ARROW              |
| Move to top of list                       | HOME                  |
| Move to bottom of list                    | END                   |
| Move to file starting with the letter "X" | "X" one or more times |
| Open file                                 | ENTER                 |

## **Dialog boxes**

|                      |       |
|----------------------|-------|
| Default button       | ENTER |
| Cancel dialog box    | ESC   |
| Move to next control | TAB   |

|                                 |                    |
|---------------------------------|--------------------|
| Move to previous control        | SHIFT + TAB        |
| Move to next page               | CTRL + TAB         |
| Move to previous page           | CTRL + SHIFT + TAB |
| Check box: check and uncheck    | SPACEBAR           |
| Radio buttons: move through     | UP and DOWN ARROWS |
| Combo box: move through options | UP and DOWN ARROWS |
| Spin box: move through values   | UP and DOWN ARROWS |

# Text

## Movement

|                          |                    |
|--------------------------|--------------------|
| Move one character left  | LEFT ARROW         |
| Move one character right | RIGHT ARROW        |
| Move one word left       | CTRL + LEFT ARROW  |
| Move one word right      | CTRL + RIGHT ARROW |
| Move up one line         | UP ARROW           |
| Move down one line       | DOWN ARROW         |
| Move to start of line    | HOME               |
| Move to end of line      | END                |

|                           |             |
|---------------------------|-------------|
| Move to start of document | CTRL + HOME |
| Move to end of document   | CTRL + END  |

## **Selection**

|                            |                            |
|----------------------------|----------------------------|
| Select one character left  | SHIFT + LEFT ARROW         |
| Select one character right | SHIFT + RIGHT ARROW        |
| Select one word left       | CTRL + SHIFT + LEFT ARROW  |
| Select one word right      | CTRL + SHIFT + RIGHT ARROW |
| Select one line up         | SHIFT + UP ARROW           |
| Select one line down       | SHIFT + DOWN ARROW         |

|            |          |
|------------|----------|
| Select All | CTRL + A |
|------------|----------|

## Editing

|                                 |           |
|---------------------------------|-----------|
| Delete one character left       | BACKSPACE |
| Delete one character right      | DELETE    |
| Copy selected text to clipboard | CTRL + C  |
| Cut selected text to clipboard  | CTRL + X  |
| Paste from clipboard            | CTRL + V  |

## Desktop and programs

|                     |                     |
|---------------------|---------------------|
| Open the start menu | WINDOWS KEY         |
| Log off             | WINDOWS KEY, then L |

|                                 |                     |
|---------------------------------|---------------------|
| Shut down                       | WINDOWS KEY, then U |
| Switch between running programs | ALT + TAB           |
| Minimise all windows            | WINDOWS KEY + D     |
| My computer                     | WINDOWS KEY + E     |
| Search                          | WINDOWS KEY + F     |

## **Most programs**

|                           |                       |
|---------------------------|-----------------------|
| Go to menu bar            | ALT                   |
| Move along menu bar       | LEFT and RIGHT ARROWS |
| Open a menu from menu bar | DOWN ARROW            |



|                     |                        |
|---------------------|------------------------|
| Leave the menu bar  | ESC                    |
| Close the program   | ALT + F4               |
| Minimise the window | ALT + SPACEBAR, then N |
| Maximise the window | ALT + SPACEBAR, then X |
| New something       | CTRL + N               |
| Open something      | CTRL + O               |
| Save something      | CTRL + S               |
| Print something     | CTRL + P               |
| Undo                | CTRL + Z               |
| Select all          | CTRL + A               |

# Word

|                              |          |
|------------------------------|----------|
| Spelling and grammar checker | F7       |
| Bold formatting              | CTRL + B |
| Left align paragraph         | CTRL + L |
| Right align paragraph        | CTRL + R |
| Centre a paragraph           | CTRL + E |
| Single line spacing          | CTRL + 1 |
| 1.5 line spacing             | CTRL + 5 |
| Double line spacing          | CTRL + 2 |

# Internet Explorer

|                      |            |
|----------------------|------------|
| Select address bar   | ALT + D    |
| Open favourites menu | ALT + A    |
| Refresh              | F5         |
| Go to previous page  | BACKSPACE  |
| Scroll up            | UP ARROW   |
| Scroll down          | DOWN ARROW |
| Move to top of page  | HOME       |
| Move to end of page  | END        |

# Outlook Express

## Main Window

|   |             |
|---|-------------|
| Move between the folders list, message list, preview pane and the contacts list | TAB         |
| Move backwards amongst the above  | SHIFT + TAB |
| Open a selected message   | ENTER       |
| Reply to selected message   | CTRL + R    |
| New message   | CTRL + N    |
| New message to selected name in contacts list                                   | ENTER       |

|                  |          |
|------------------|----------|
| Send and receive | CTRL + M |
|------------------|----------|

## **Reading message window**

|                          |               |
|--------------------------|---------------|
| Close window             | ESC           |
| Move to next message     | CTRL + PERIOD |
| Move to previous message | CTRL + COMMA  |
| Reply to message         | CTRL + R      |

## **New message window**

|      |         |
|------|---------|
| Send | ALT + S |
|------|---------|

## **Zoomtext**

|                      |                  |
|----------------------|------------------|
| Show Zoomtext window | CTRL + SHIFT + U |
|----------------------|------------------|

|                          |                    |
|--------------------------|--------------------|
| Minimise Zoomtext window | ESC                |
| Increase magnification   | ALT + NUMPAD PLUS  |
| Decrease magnification   | ALT + NUMPAD MINUS |
| Change magnification     | CTRL + Mouse wheel |