

## OUTLINE FOR NAVIGATING YOUR COMPUTER KEYBOARD AND SCREENS

### SOME TERMS

- Window
- Dialog Box
- Pointing
- Clicking
- Scrolling

### Using the Mouse

- Single and Double Click
- Right and Left Click
- Scrolling
- Drag and Drop

### Windows Screens and Desktop

- Window Features
- Desktop Features
  - Icons
  - Taskbar
  - Quick Launch
  - Start

### Using the Keyboard

- Keyboard Special Keys
  - Enter,
  - Windows,
  - Application,
  - Prt Scr,
  - Ctrl
- Some Keyboard Shortcuts
  - CTRL+C = copy
  - CTRL+X = cut
  - CTRL+V = paste
  - CTRL+Z = undo
  - CTRL+A = select all
  - With selected text:
    - CTRL + B = **make bold**
    - CTRL + U = underline it
    - CTRL + I = *make italicized*

### Moving the Cursor and Doing Text Manipulation

- Cursor positioning and text manipulation
  - Cut, paste, delete, select
  - Arrow, delete and backspace keys

See <http://cyberlynxoregon.org>