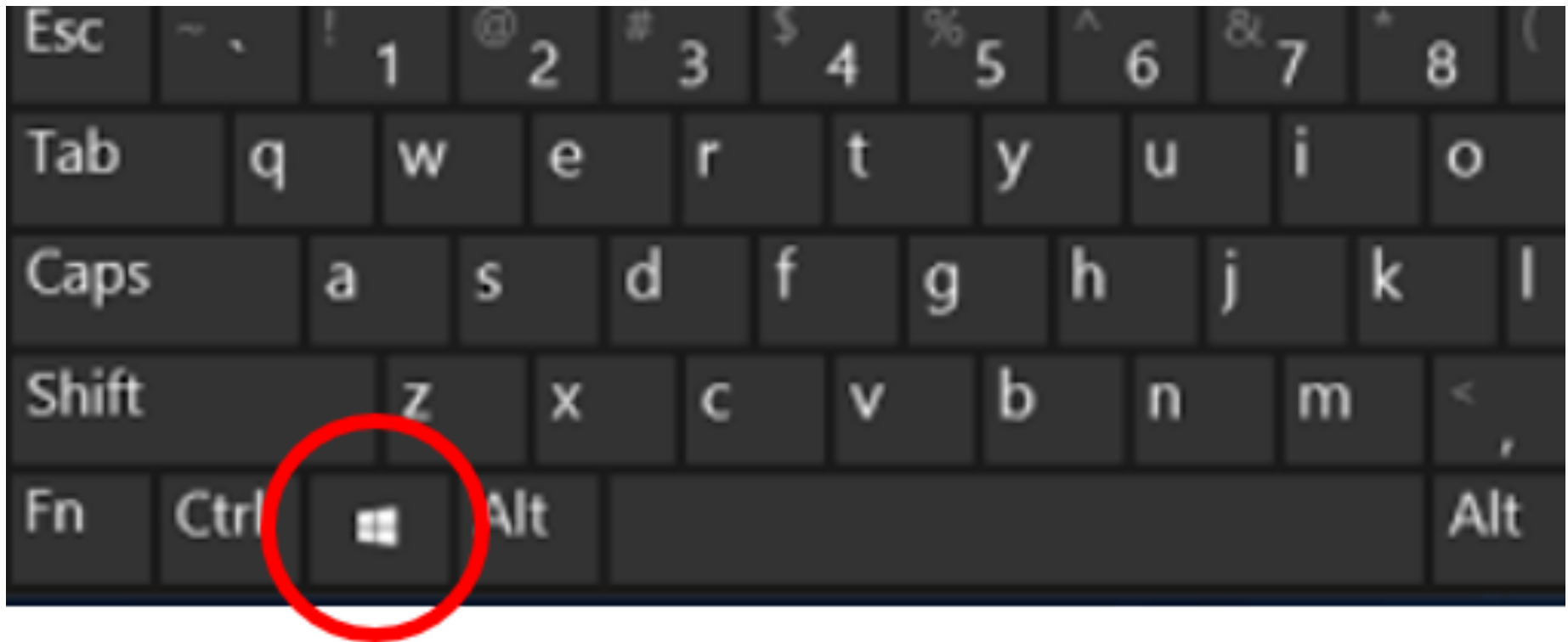


Mendlesham Computer Club

Keyboard and mouse tips and tricks

The Windows key



The Windows key 1 of 4



Windows	Mac	Action
		Open or close Start Menu.
A		Open Action centre.
C	space	Open Cortana in listening mode,(hold the keys down for Siri on Mac)
D		Display and hide desktop.
E		Open File Explorer.
G		Open Game bar when game is open
H		Open the Share charm.
I		Open Settings.
K		Open the Connect quick action.

The Windows key 2 of 4



Windows	Mac	Action
L	q	Lock your PC or switch accounts.
M		Minimize all windows.
R		Open Run dialog box.
S	space	Open Search.
U		Open Ease of Access Center.
X		Open Quick Link menu.
number		Open the app pinned to the taskbar in the position indicated by the number.











The Windows key 3 of 4



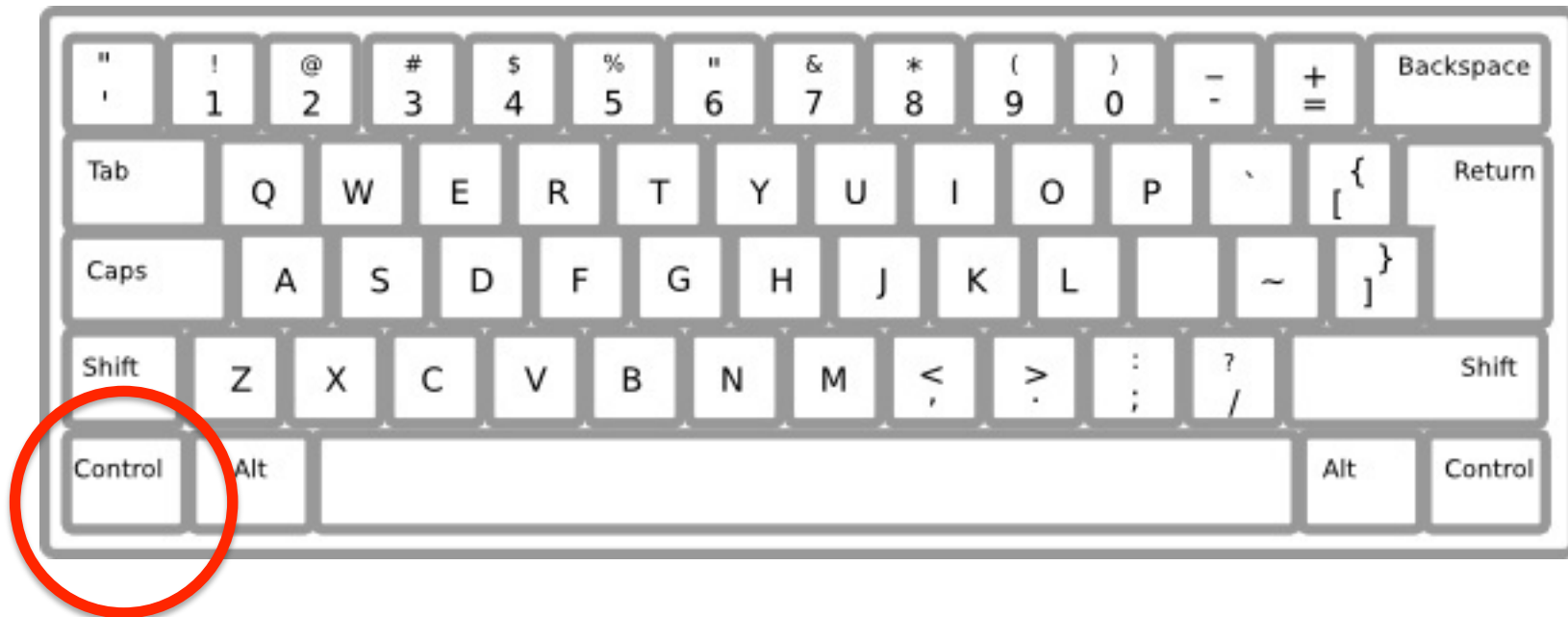
Windows	Mac	Action
		Snap app windows left.
		Snap app windows right.
		Maximize app windows.
	command m	Minimize app windows.
		Temporarily peek at the desktop.
		Add a virtual desktop.
		Switch between virtual desktops.
		Close current virtual desktop.
		Open Narrator.

The Windows key 4 of 4























Windows	Mac	Action
 Home		Minimize all but the active desktop window (restores all windows on second stroke).
 PrtScn	  4	Capture a screenshot and save in Screenshots folder (desktop on Mac).
 Shift 		Stretch the desktop window to the top and bottom of the screen.
 		Open Task view.
 +		Zoom in using the magnifier.
 -		Zoom out using the magnifier.

The Control Key




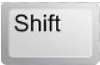







The Control Key – Ctrl



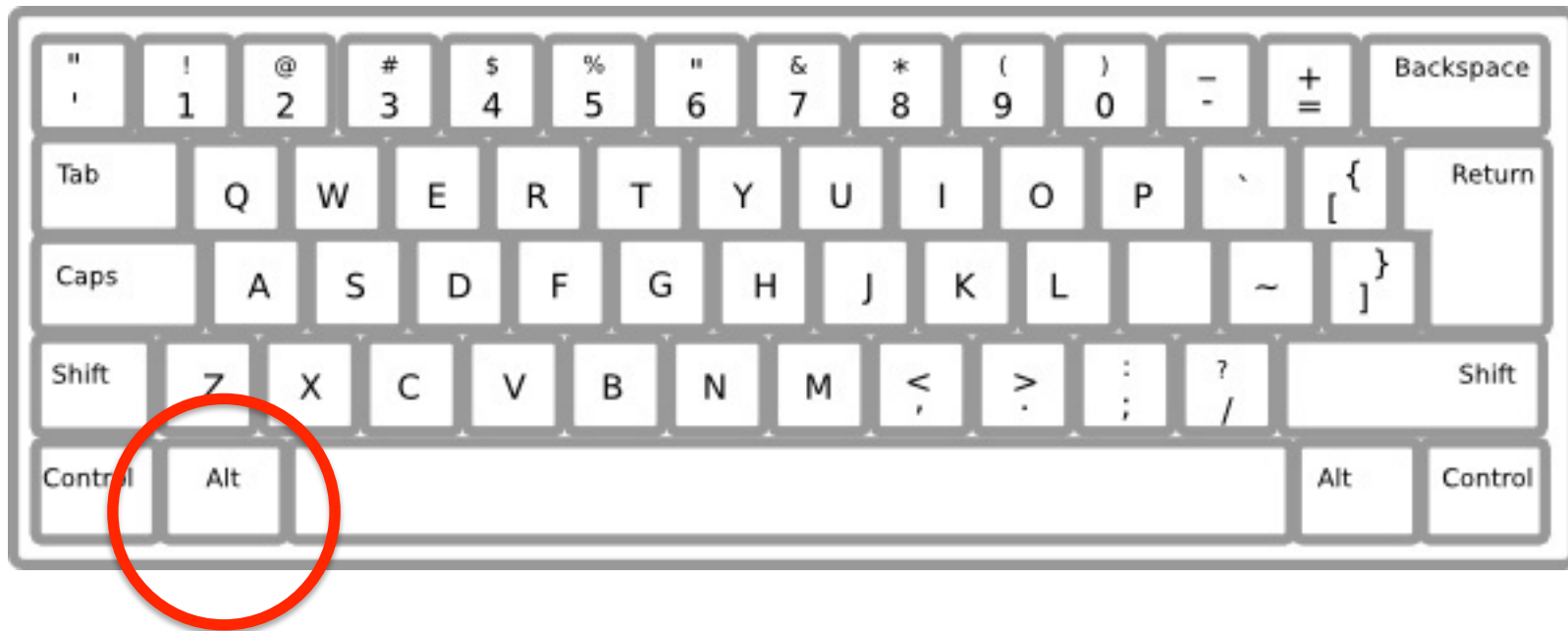
Windows	Mac	Action
 c	 c	Copy selected items to clipboard.
 x	 x	Cut selected items.
 v	 v	Paste content from clipboard.
 a	 a	Select all content.
 z	 z	Undo an action.
 y	 y	Redo an action.
 p	 p	Print
 	 	Delete the selected item and move it to the Recycle Bin.
 		Open the Start Menu.
		Switch the keyboard layout.

The Control Key – Ctrl















Windows	Mac	Action
  		Open Task Manager.
	 w	Close the active window.
  	 	View open apps

The Alt Key



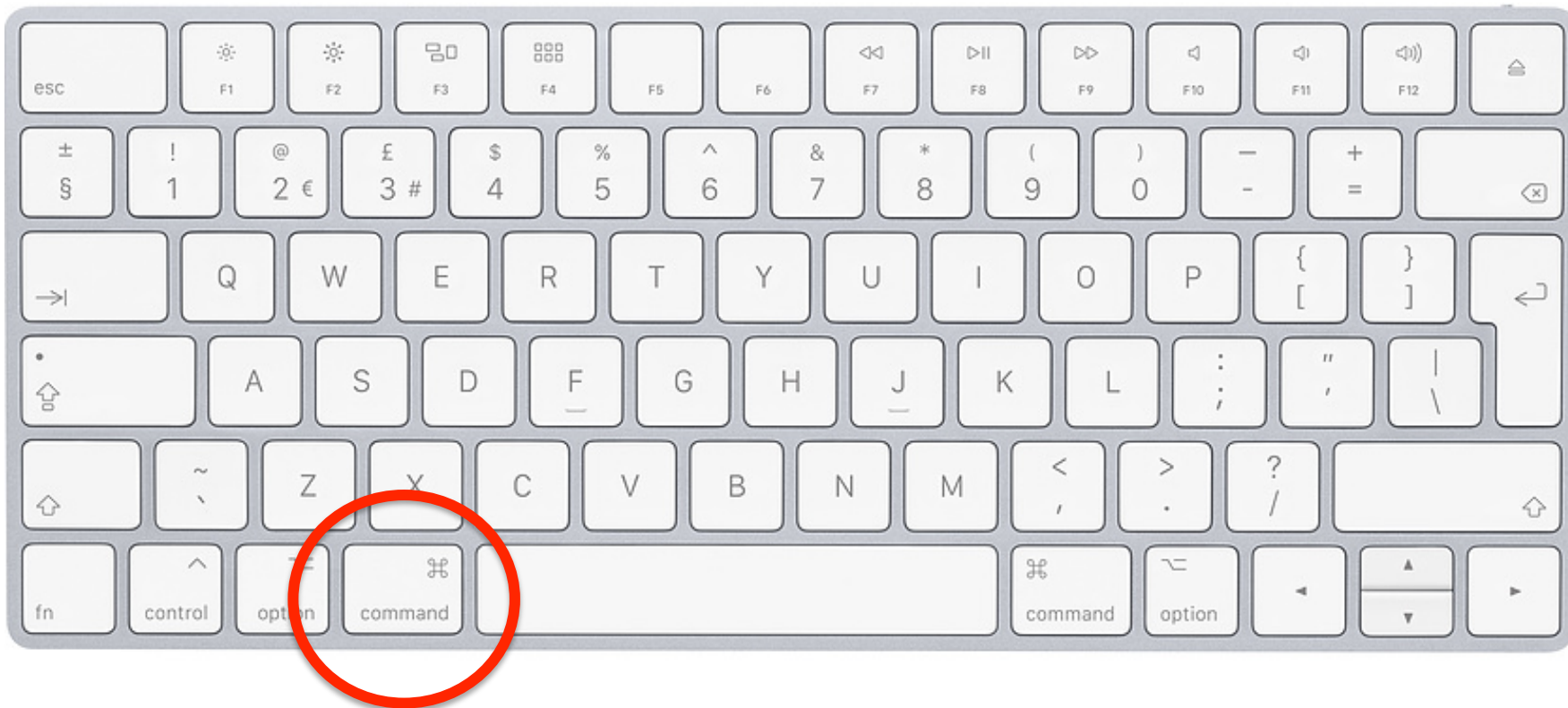
The Alt Key



Windows	Mac	Action
  		Open Task Manager.
 	 +	Switch between open apps.
 		Go back.
 		Go forward.
 PageUp		Move up one screen.
 PageDown		Move down one screen.










Mac Special Keys

The Mac Command key








The Mac Command key



Mac	Action
 d	Duplicate selected items
 e	Eject selected volume
 f	Find
 h	Hide windows
 i	Display info on the selected item
 j	Show view options for the selected item
 k	Show the connect to server dialogue
 l	Create an alias for the selected item
 n	New window

The Mac Command key



Mac	Action
 o	Open selected items
 p	Print
 r	Show the original of selected alias
 t	Add selected item to sidebar
 w	Display info on the selected item

Questions