



People • Partnerships • Knowledge

Skills and Employment

# Office of Literacy and Essential Skills

## Computer Use Tip Sheet

This tool provides practical keyboard shortcuts and tips to help you improve your **computer use skills**.

### Keyboard Shortcuts

Keyboard shortcuts can be used to complete tasks on your computer more quickly. Here are some common keyboard shortcuts you can use to save time.

Keyboard Shortcuts	
Ctrl + C	<b>Copy</b> the selected item.
Ctrl + X	<b>Cut</b> the selected item.
Ctrl + V	<b>Paste</b> the selected item.
Ctrl + Z	<b>Undo</b> the last action performed.
Ctrl + F	Display the <b>Find</b> dialog box.
Ctrl + P	Display the <b>Print</b> dialog box.
Ctrl + N	Open a <b>New</b> window or create a new file in the active program.
Ctrl + A	<b>Select all</b> the items in a file or window.
Ctrl + S	<b>Save</b> the current file.
Shift + any arrow key	<b>Select</b> more than one item in a window or on a desktop, or <b>select</b> text within a document.
Shift + Delete	<b>Delete</b> an item permanently.
Windows + M	<b>Minimize</b> all programs and windows.
Windows + E	<b>Open</b> Windows Explorer.
Windows + F or F3	<b>Find</b> files or folders.
Alt + Tab	<b>Switch</b> to another window or running program. Hold down the Alt key and press Tab until the window or program you want is active.
Alt + underlined letter in a menu name or dialog box	Display the corresponding <b>menu</b> or select the corresponding <b>option</b> in a dialog box.
Tab	<b>Move</b> to the next text box in a form.
Shift + Tab	<b>Move</b> to the previous text box in a form.
F1	Display the <b>Help</b> dialog box of an active program.
F5	<b>Refresh</b> the Internet browser and/or directory/folder.
F7	<b>Check spelling</b> in the active document.

Here are some common shortcuts you can use to insert French characters into your text using the numeric keypad.

Alt +	To insert...	Alt +	To insert...
128	ç	138	è
130	é	140	î
131	â	144	É
133	à	147	ô
135	ç	150	û
136	ê	151	ù

\*\* (Release the Alt key after you have keyed in the number.)

## General Tips

- Press Ctrl + Alt + Delete (or Ctrl + Shift + Esc) to open the task manager and select “End Task” to close frozen programs.
- Reboot (shut down and restart) when your computer’s performance slows down or stops responding.
- Open a menu (e.g. File, Edit, etc.) in a window to see which commands have keyboard shortcuts. The shortcuts (if available) are shown next to the menu items.
- Maintain a minimum number of desktop shortcuts (icons used to access programs, folders and/or files you use often) to help your computer run more efficiently.
- Do not use passwords that may be easy for others to figure out (e.g. your birthday, phone number, etc.). Choose passwords that use a combination of numbers, upper and lower case letters and special characters.
- Do not open or read email attachments from unknown or suspicious sources – delete them immediately.
- When using Internet search engines, narrow your search by using specific words to describe exactly what you are looking for. Put quotation marks around two or more words to search for an exact phrase.
- Centre your monitor in front of you, at eye level, approximately an arm’s length (18-30 inches) away to avoid eye strain and body discomfort.
- Take time to stretch when seated in front of your computer for long periods of time to avoid unwanted tension and pain – stretch within your comfort zone.
- Give your eyes a break when looking at your computer screen for long periods of time by focusing on something other than your computer screen (e.g. focus on distant objects, work on tasks or projects that do not require your computer, etc.).
- Take time to explore the various functions and features of your computer and software programs.

To learn more about literacy and essential skills and other related tools, visit [hrsdc.gc.ca/essentialskills](https://hrsdc.gc.ca/essentialskills)



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## Computer Use Practice and Learning Exercises

Practice your **computer use** skills by completing the following exercises. Use the Computer Use Tip Sheet to help you as you work through the exercises. A learning plan template is also included to help guide your skills development.

### General Practice Exercises

- 1 Open a word processing program and complete the tasks below.

Task	Example
1. Type your first name.	kate
2. Press the <b>Spacebar</b> and type your last name.	kate smith
3. Press <b>Enter</b> and type your job title on the next line.	kate smith sales associate
4. Use the <b>left</b> and <b>up arrows</b> to place the cursor after the first letter of your first name.	klate
5. Press <b>Backspace</b> to erase the first letter of your first name.	ate
6. Hold <b>Shift</b> and type the first letter of your first name.	Kate
7. Press <b>Delete</b> 3 times.	K
8. Press <b>Caps Lock</b> and type in the rest of your first name.	KATE
9. <b>Highlight</b> your name (click and drag your mouse; or double click on your name; or Ctrl + Shift + right or left arrow key).	<b>KATE</b>
10. <b>Bold</b> and <b>underline</b> your name.	<b><u>KATE</u></b>

- 2 Fill in the missing “Action” or “Keyboard Shortcut” in the table below.

Keyboard Shortcut	Action
1. Ctrl + C	
2.	Paste the selected item.
3. Ctrl + S	
4.	Cut the selected item.
5. Ctrl + A	
6.	Check spelling in the active document.
7. Alt + Tab	
8.	Move to the next text box in a form.
9. F1	





