

Menus, Toolbars & Shortcuts

**A Very
Warm
Welcome
to the
Exciting
World of
Computers**



**Let's get
Started
– It's easy
with my Step-
by-Step
Instructions**

**Step - by - Step
Tutorials**





This lesson is all about getting to know your **Main Menu Bar** at the top of your screen. Also you will explore and try out some **Keyboard Shortcuts**.

Let's get started and have some fun while we learn.

How to Save Time and Effort with Computer Shortcuts

The Menu Bar

Do This

1. First, open Microsoft Office Word. (Click on START, hold mouse pointer over ALL PROGRAMS, hold mouse pointer over MICROSOFT OFFICE, click on MICROSOFT OFFICE WORD).

Have you ever noticed that in the menu bar at the top of the screen some of the letters are underlined? For instance, the letter "F" in the word File is underlined. If you look closely at a few different programs, you will see that usually the first letter is underlined, but sometimes a different letter is the chosen one. You may see the "o" in Format underlined or the "a" in Table.

File Edit View Insert Format Tools Table Window Help

These keys are marked as shortcut keys.



Press and hold down the ALT key while you press the indicated letter and you can access your chosen menu without lifting your fingers off the keyboard to use the mouse.

Go ahead and try it:

Do This

2. Hold down the ALT key and press F
3. Hold down the ALT key and press E
4. Hold down the ALT key and press V
5. Hold down the ALT key and press I
6. Hold down the ALT key and press O
7. Hold down the ALT key and press T
8. Hold down the ALT key and press A
9. Hold down the ALT key and press W
10. Hold down the ALT key and press H



That was easy Now try this:

After you have chosen and clicked on one of the items from the menu bar, a drop-down menu will appear with further choices.

(Try it by clicking on the word File in the upper left corner of your screen, or use the shortcut explained above of Alt+F.)

Again, some of the letters in the words will be underlined. You can use any underlined letter to choose that option.

Go ahead and try it

Pressing the chosen letter is the same as clicking your mouse on the chosen word.

However, you will also notice that some of the words in the drop-down menu have another shortcut shown to the right of the word. For instance, the word save has a CTRL-S next to it. This means that you can use the CTRL-S shortcut even if the menu is not shown. For example, you press and hold down the CTRL key and the "s" key simultaneously to save a file even if you did not open the File drop-down menu first.



For instance, the word save has a CTRL-S next to it. This means that you can use the CTRL-S shortcut even if the menu is not shown. For example, you press and hold down the CTRL key and the "s" key simultaneously to save a file even if you did not open the File drop-down menu first.

Do This

I know it is a lot to take in and remember ... try reading it all again, very slowly this time. It is not difficult, just difficult to remember everything! Why don't you write down just a few of the shortcuts that you would use the most and practice them until they become second nature?

Another example, the word print has a CTRL-P next to it. This means that you can use the CTRL-P shortcut even if the menu is not shown. For example, you press and hold down the CTRL key and the "p" key simultaneously to print a page even if you did not open the File drop-down menu first.

Do This



Go ahead and try it – but first, hit the Alt key by itself to close the drop-down menu. Now, press and hold down the CTRL key and hit the ‘P’ key while still holding down the CTRL key.

What happened? Did the Print menu appear? Good. We don’t want to print anything right now, so just close that menu by clicking on the X in the top right hand corner of that window.

Keyboard shortcuts are very useful. As a matter of fact, they can help to make your computing life much more pleasant. They are available in most Windows programs, but finding them can be a tiresome task. Many, but not all, Windows programs share the same shortcuts.

The Basics

Let’s start with the most obvious ones, the shortcuts found on the menu bar, as described above. You will find some of these most useful:

- **DELETE** removes the file, text, or graphic that you have highlighted (clicked) and sends it to the recycle bin.
- **CTRL+S** Saves the current file (note, you first have to use the Save As menu to name your document).
- **CTRL+X** Removes the current highlighted selection and places it in an area of the computer memory.

- **CTRL+C** Copies the current highlighted selection. It copies it from the document and places it in the clipboard (this is a first step in copying something).
- **CTRL+V** Pastes whatever is in the clipboard into the document at the current location of the cursor (this is the second and final step in copying something).
- **CTRL+A** Selects or highlights all of the text and/or objects in a document. This is handy when you want to move or copy everything in the current document.
- **CTRL+P** Prints the current document.
- **CTRL+O** Opens a new document. This is especially useful surfing the Web. In Netscape Navigator and newer versions of Internet Explorer, this will bring up a window where you can enter a Web address. (Older versions of Internet Explorer use **CTRL+L** instead of **CTRL+O**.)



In addition to these shortcuts, each program has other, less obvious shortcuts. You can usually find these by going to the Help menu and typing in the word "shortcut" or "keyboard shortcut".

Function Keys

Most computer keyboards have a row of function keys at the top of the keyboard.

These keys are marked F1 through F12. While they were widely used with older DOS programs, they are seldom used

today. However many programs, including most of Microsoft's popular products, support use of the function keys. As a throwback to DOS days, you will find that the F1 key will often bring up a help menu. The function keys are also often used in combination with other keys like the CTRL key, the ALT key, and the Shift key. This results in a plethora of possible keyboard shortcuts. Look in the help menu of the program that you are using to find a list of the function keys and their uses.



Shortcuts to Help You Navigate

Ever want to move quickly to the beginning or end of a document? Most programs will take you there immediately when you use **CTRL+Home** or **CTRL+End**.

Go ahead and try it (quickly type a few lines of text first). Space down a few lines and type something else. Keep doing this until the page is full. Now try the **CTRL+Home** or **CTRL+End** shortcut.

If you have several windows open at the same time, using **ALT+Tab** will switch you to the window that you last used. Holding down ALT while repeatedly pressing TAB will cycle you through all of the open windows.

Do This Give it a try If you don't have any other windows open, open one or two and then give the **ALT+Tab** shortcut a try.



Shortcuts to Help You Find Things

If you have a Windows keyboard, pressing **Windows + F** (the Windows key is on the bottom left between Ctrl and Alt) will bring up the 'find window' which is a help when you can't find a file. If you don't have a Windows keyboard, F3 will bring up the find window at the Windows desktop (the main Windows screen).

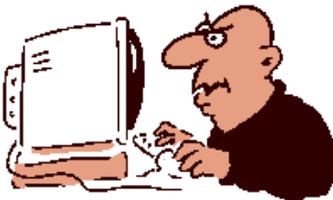
If your Windows desktop is cluttered with icons and files, you may have trouble finding the one that you are looking for. If that's the case, simply press the first letter of the name of the program or icon that you are looking for. **For instance, if you are looking for Internet Explorer, press the "I" key.** If Internet Explorer is the only icon on your desktop that starts with the letter I, it will be highlighted. If there are other icons or shortcuts that start with the letter I, pressing the I key again will highlight each I icon in alphabetical order (you might need to click on any icon first).

Power User Shortcuts



You can delete an item immediately without placing it in the Recycle Bin by pressing **Shift +Delete**. But be careful. Once you do this, there is no way to retrieve the item.

Now, this next one is a great shortcut: When you are at the Windows desktop, use **Windows+E** to pop up Windows Explorer.



If you have been using My Computer to view or move files, Windows Explorer is like My Computer, but a bit more powerful. If you have never used Explorer, try it. It's worth a look.

Right-click on My Computer and choose Properties to get to the System Properties screen where you can find some of the inner workings of the computer.

The two clicks mentioned above are worth noting because for those of you who don't want to get that intimate with your computer, this shortcut may still be useful since it takes you to the screen which tells you which operating system you are using, the type of processor in your computer, and the amount of memory that your computer has.

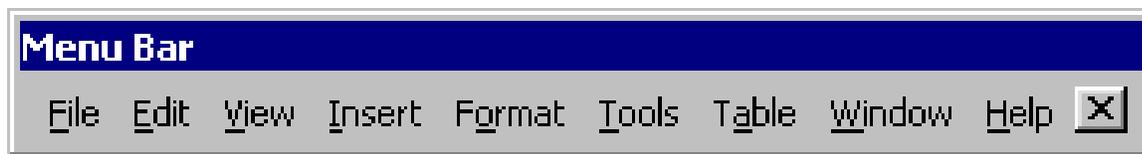
Whatever you are doing, there are probably shortcut keys to help you. Even if you love using the mouse, there are times when you will find shortcuts keys will save you time and energy. Just think if you discovered only one shortcut a month and learned to use it, by the



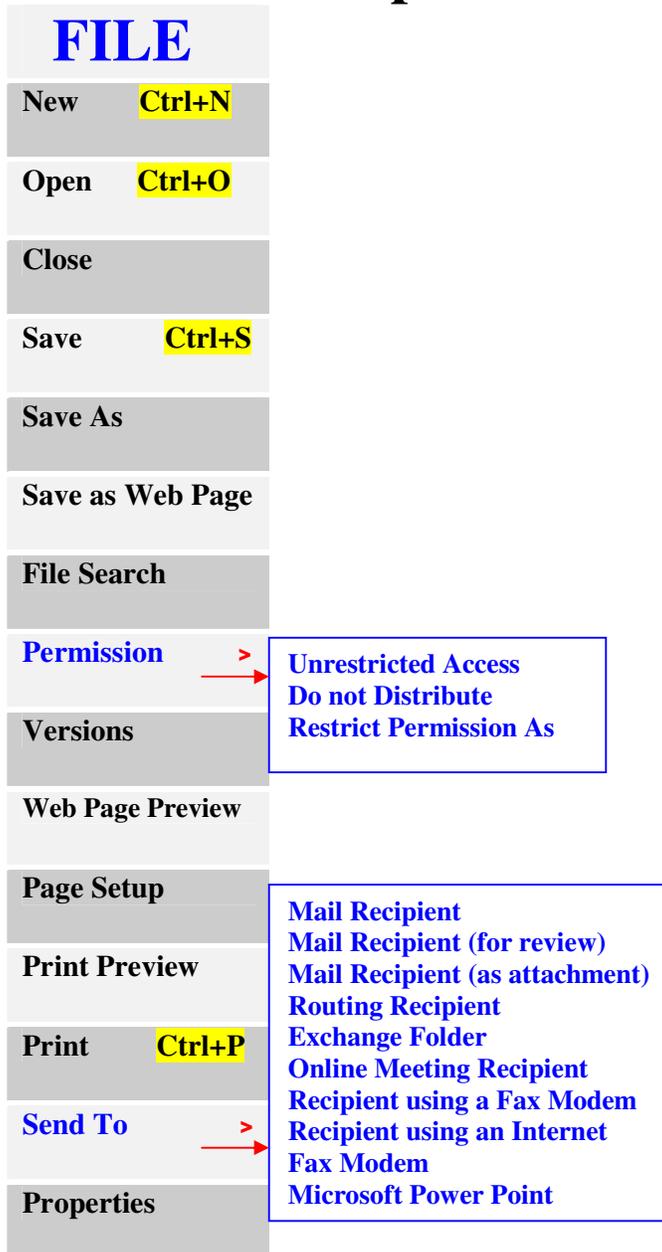
end of the year not only would you be more productive, but you might also like your computer more.

Now have a look at the menus and toolbars, don't be afraid to try them out.

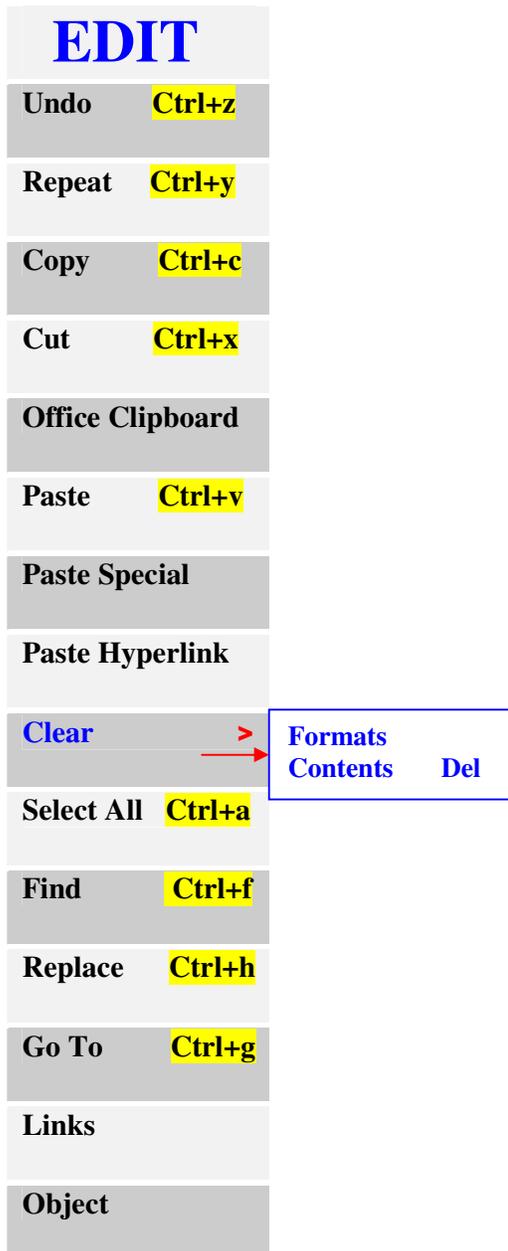
THE MAIN MENU BAR



The FILE Drop Down Menu



The EDIT Drop Down Menu



The VIEW Drop Down Menu

VIEW

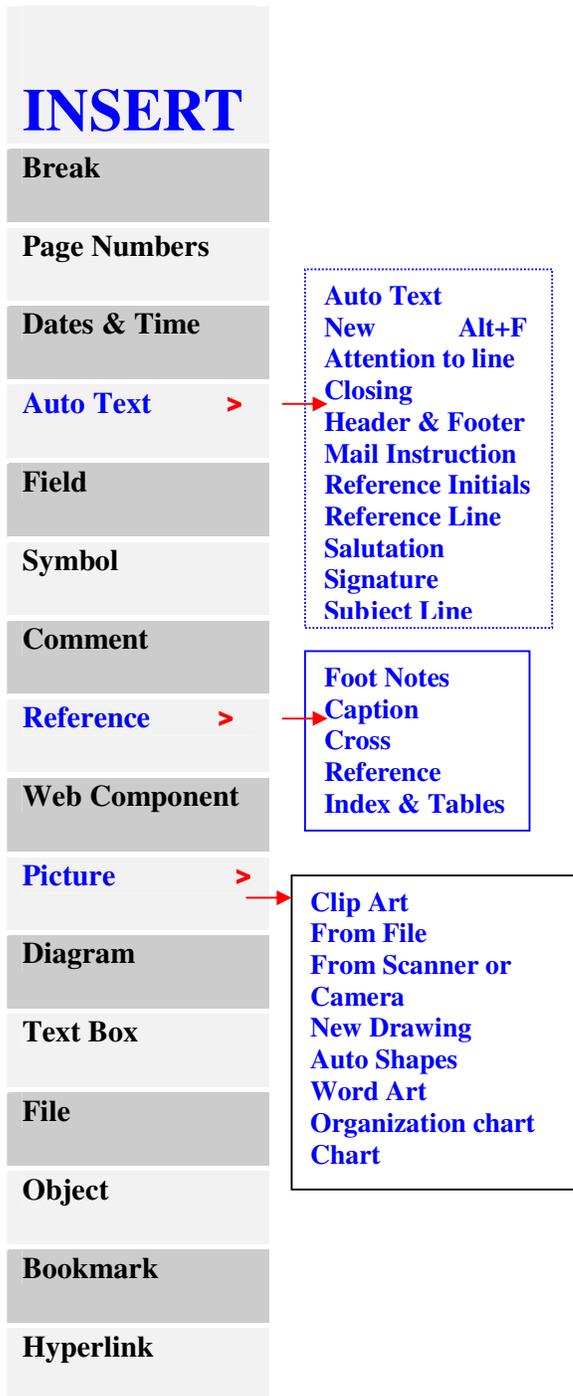
- Normal
- Web Layout
- Print Layout
- Reading Layout
- Outline
- Task Pane
- Toolbars** >
 - Standard Formatting
 - Auto Text
 - Control Toolbox
 - Data Base
 - Drawing
 - Email
 - Forms
 - Frames
 - Mail Merge
 - Outlining
 - Picture
 - Reviewing
 - Tables & Borders
 - Text Box
 - Visual Basic
 - Web
 - Web Tools
 - Word Count
 - Word Art
 - Customize
- Ruler
- Document Map
- Thumbnails
- Header Footer
- Footnotes
- Markup
- Full Screen
- Zoom

Drawing Toolbar
[usually appears at the *bottom* of your screen]
Showing the different icons.

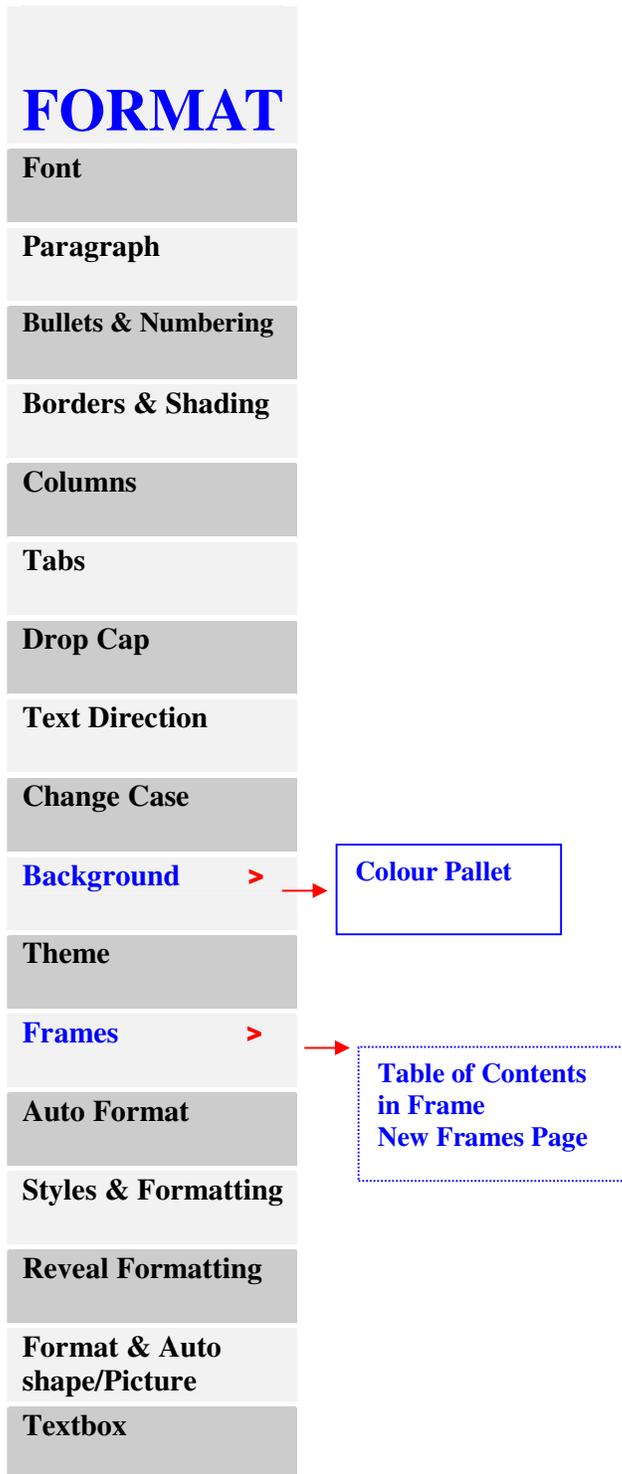
Table Contemp Times New Roman 24 **B** *I* U

Formatting Toolbar
[usually appears at the *top* of your screen].
Showing the different icons – run your mouse pointer over the icons to see what they do

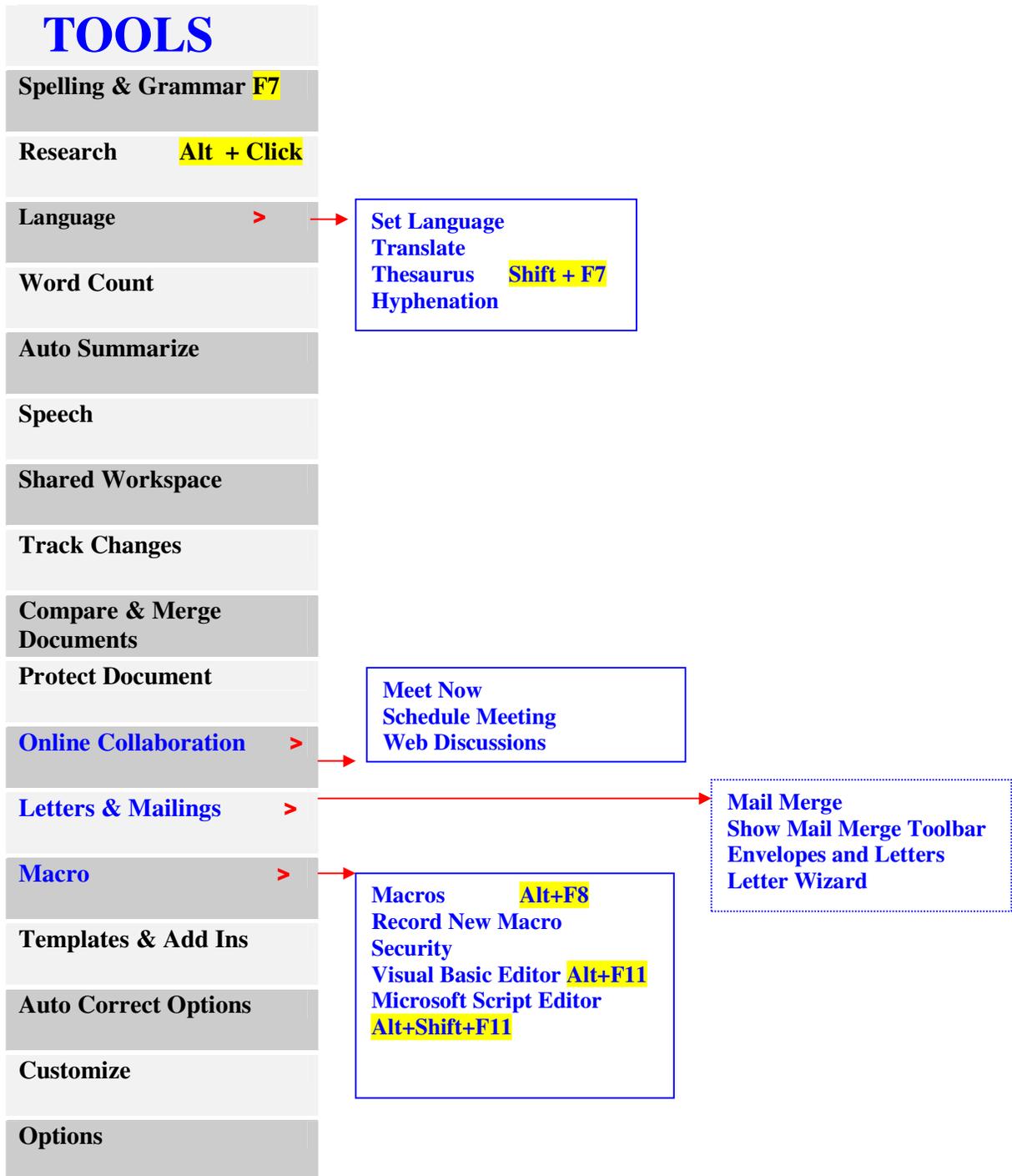
The INSERT Drop Down Menu



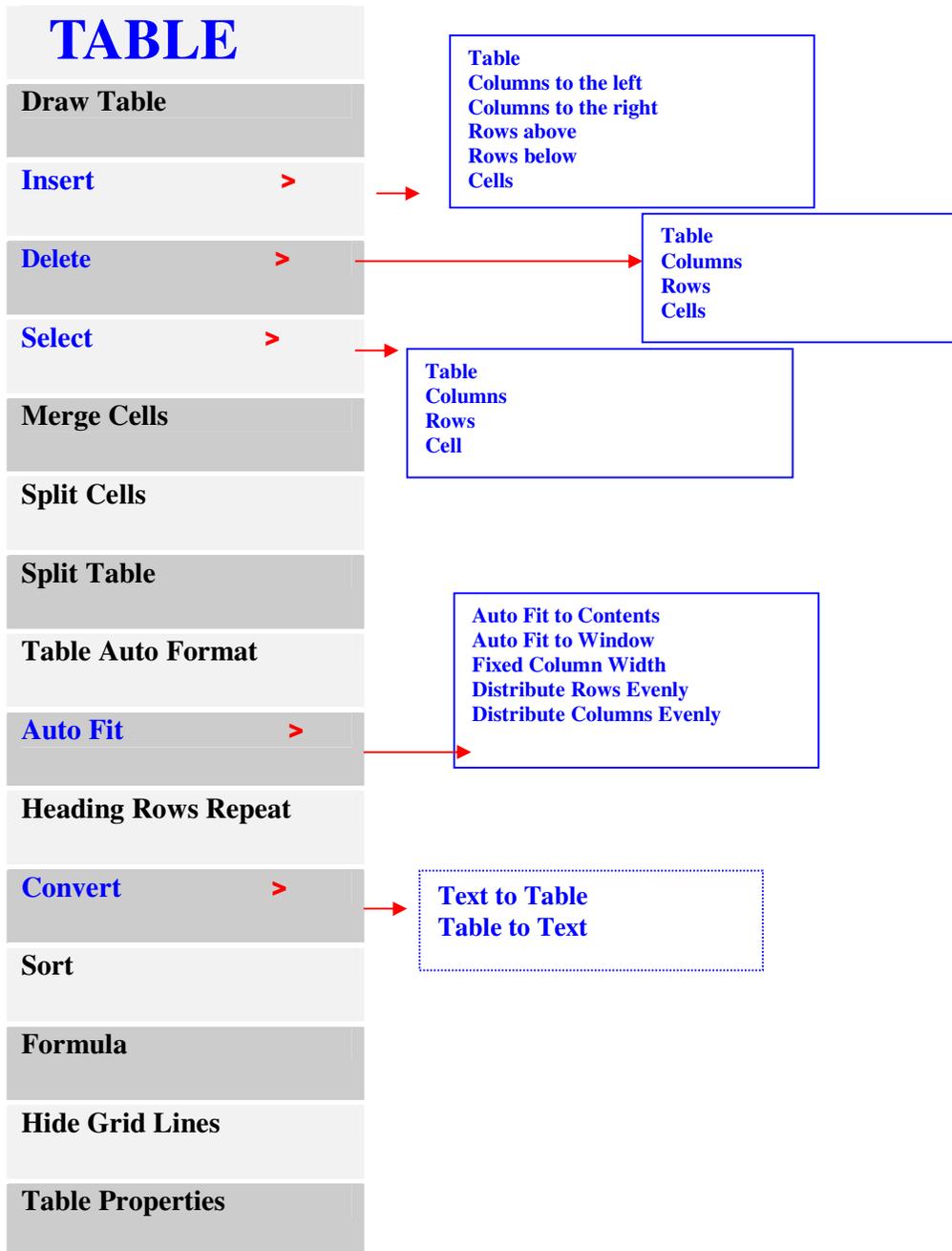
The FORMAT Drop Down Menu



The TOOLS Drop Down Menu



The TABLE Drop Down Menu



The WINDOW Drop Down Menu



The HELP Drop Down Menu



Hope you enjoyed the lesson

END