

# Keyboard Shortcuts

by Jim Calloway  
Director, OBA Management Assistance Program  
© 2004 Oklahoma Bar Association

*(This was excerpted from a session at OBA CLE Program "Law Office 2004: Management and Technology Essentials" entitled "Shortcuts, Gadgets and Gizmos" The program was co-sponsored by the OBA Law Office Management and Technology Section.)*

Do you use several keyboard shortcuts in your day-to-day work? The general consensus is that you save time when you use a keyboard shortcut instead of use the mouse to pull down menus and make selections. We assume that most of you use some keyboard shortcuts, such as Alt + Tab, Control + C, and Control + V. This paper will attempt to outline many keyboard shortcuts, some widely used by many and some a bit more esoteric.

When we describe keyboard shortcuts, the plus sign (+) between two keys means that you press the listed keys, almost simultaneously, moving from left to right. For example, a capital J would be described as Shift + J. It works the same way when there are three keys.

But before we start enumerating keyboard shortcuts, let's discuss a bit about why they are so important. Generally speaking, a keyboard shortcut is a combination of keys that are pressed simultaneously to accomplish some function within a software application or the Windows operating system.

It should be fairly obvious that one major benefit of the keyboard shortcut is that it is often used to accomplish something that would be otherwise done by grasping the

mouse and clicking on one or more (usually more) menu items or icons. Whether you are a speedy touch typist or a “hunt and peck” keyboarder, it is easy to see that hitting a set of keys is going to be quicker than navigating with the mouse to click on a pull-down menu, than moving to an item on the menu and clicking there.

But the less obvious point is that keyboard shortcuts allow you to let your computer do things for you that you might otherwise not automate at all. Let’s look at a simple example.

### ***A Very Brief Case Study***

At the top of this article, you see my byline. Here it is again:

by Jim Calloway  
Director, OBA Management Assistance Program

It’s pretty short and doesn’t take much time to type. Between CLE papers and Oklahoma Bar Journal articles, I might type it four or five times a month.

I could do a macro for it, but it probably wouldn’t save me much time ..... or would it? Suppose I spent a few minutes recording a macro that simply typed my byline. Would using it really save me time? Well, I do have such a macro. It is called by the imaginative name “byline.” To run the macro under the standard configuration of WordPerfect, I would grab my mouse and click on the Tools drop down menu. Then I could click on Macro and select Play. I could then either select the macro from the list of all of my macros (which could require some scrolling if it didn’t start with the letter B) or type the name of the macro in the blank for the macro name and hit Enter.

From reading this, you probably get the idea that it is just easier to type the phrase and eschew the macro entirely. That’s true when the macro inserts a mere eight

words, but the macro is clearly more valuable if it inserted three pages of text.

But even with my eight word byline, the use of the keyboard shortcut makes the macro worthwhile. The keyboard shortcut for “play macro” in WordPerfect is Alt + F10.

So, now every time I do a byline, I type Alt+F10, the word “byline,” hit Enter and it appears. It’s a tiny bit quicker than typing the byline, although it’s a stretch to hit the F10 key. But it is better not just because it is a second or so quicker, but because it is quicker and perfect. I might make a typo if I typed it out by hand three or four times a month.

By the way, for the Microsoft Word users, it is all the same except that the keyboard shortcut is Alt + F8. *End of case study.*

The main point here is that by memorizing and using the WordPerfect keystroke shortcut Alt + F10, I am able to use a macro to good effect in a situation where a macro would not ordinarily be used. Once I get the shortcut committed to memory, I may find that there are many other macros worth recording and using.

For example, does your office use form documents often?

Wouldn’t it make sense for you (and all your staff) to have a brief macro to insert the text from that form into a blank document? It’s probably a great deal quicker than locating the document by clicking on folders, opening it and then remembering to save it with a new name to avoid altering the form document. I can see where most offices would benefit by having (and using) macros that insert the text of deeds, summons, subpoenas, attorney client contracts, new client engagement letters, certificates of mailing and many other documents or parts of documents into a new blank document. Your secretary may be the world’s fastest typist, but it’s still quicker to hit a keystroke

combo and type a word than fish around with the mouse in various folders, subfolders and file name lists.

SUMMARY OF LESSON ONE: Using the keyboard shortcut to launch Macros in your word processor is powerful! Memorize this one. It is Alt + F10 for Corel WordPerfect and Alt + FB for Microsoft Windows.

LESSON TWO: Ten keyboard shortcuts that everyone should have committed to memory.

We assume most of you use the following daily.

F1: Help

ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key repeatedly to toggle between all open documents and applications.)

CTRL+C: Copy highlighted (selected) text to clipboard

CTRL+X: Cut out highlighted (selected) text and place it on clipboard

CTRL+V: Paste text from the clipboard at the point where the cursor is located

CTRL+Z: Undo (A most valuable keystroke. Sometime we wish life had an undo key.)

ALT+F4: Quit program

RIGHT CLICK: Opens menu of most common things you might want to do in the application.

CTRL + A: Selects all text in a document

CTRL + ALT + DELETE: Of course, if you are a Windows user you've already learned the famous Windows "three finger salute." This allows you to reboot your computer.

LESSON THREE: Lawyers are wordsmiths and they should use the keystroke short cuts in their word processor.

Editing text is probably the task that lawyers most frequently do when working on their computer. While it is certainly quicker than using a typewriter, we've all had the experience of things slowing down while we attempt to select (highlight) a word, paragraph or group of words. Just to show you we are not totally against the use of the mouse let us remind you of the following.

*Selecting text quickly with the mouse*

**WordPerfect**

Double-clicking on a word selects that word.

Triple-clicking on a word selects the entire sentence containing the word

Quadruple-clicking on a word selects the entire paragraph containing the word.

(Also right clicking outside of the margin gives you a menu with these choices.)

**Microsoft Word**

Double-clicking on a word selects that word.

Triple-clicking on a word selects the entire paragraph containing the word.

When I am proof-reading a document on the computer, I find very easy to change a word by double-clicking on it and then typing the new word, which replaces it.

I have done this for so many years, that it is something that happens with any conscious thought about it. But when I am proof-reading a document, my hand is usually on the mouse. When I am typing the first draft of a document, it is not.

Here are keyboard shortcuts to jump around within a document.

END: Takes your cursor to the end of the line your cursor is located in

HOME: Takes your cursor to the front of the line your cursor is located in

CONTROL + END: Takes your cursor to the end of a document (good for large briefs)

CONTROL + HOME: Takes your cursor to the beginning of a document

CTRL+LEFT OR RIGHT ARROW: Moves your cursor one whole word at a time to the left or right;

CTRL+UP/DOWN ARROWS: Moves your cursor one whole paragraph up or down at a time;

CTRL+SHIFT+RIGHT OR LEFT ARROW: Moves your cursor one whole word at a time to the left or right while at the same time selecting that word. The really neat thing about this trick is that the arrow can be used more than once as a toggle. To select six words, place your cursor in front of the first word, hold down Control + Shift and hit the right arrow six times.

CTRL+SHIFT+UP/DOWN ARROWS: Selects a paragraph while moving to the next one either up or down. (But this only works if your cursor is at the beginning or end of a paragraph. When it the middle it only selects part of the text.)

Once you have selected the appropriate text, the following keyboard shortcuts will allow you to make formatting changes much more quickly than the drop down menus.

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic

Here are four keyboard shortcuts for changing text alignment as you type. These shortcuts work in both in both Word and WordPerfect. You can, of course, also change text alignment with the alignment Toolbar buttons, and by selecting Format, Paragraph

and selecting the alignment you want in the Alignment dropdown box. However, using these keyboard shortcuts will always be much faster. To quickly change text alignment while you type by using one of the following keyboard shortcuts:

Ctrl+E to Center text;

Ctrl+L to Left align text;

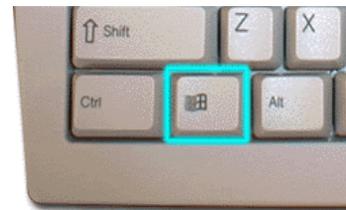
Ctrl+R to Right align text; and

Ctrl+J to Justify text.

LESSON FOUR: Use the Windows Key shortcuts.

The Windows key is the one on your keyboard with the picture of the Windows logo on it.

The Windows key activates two of my favorite and most used shortcuts.



Windows Logo Key + E : E is for Explorer. This one opens up Windows Explorer on your screen to My Computer. It is much quicker than clicking the Start menu and then My Computer.

Windows Logo Key + M: M is for minimize. This one minimizes all of your open application and instantly shows your Desktop.

Pressing the Windows key alone opens the Start menu and you can use arrows to navigate through the choices instead of the mouse. Here are some other Windows key shortcuts.

Windows Logo + BREAK (Display the System Properties dialog box)

Windows Logo + D (Display the desktop)

Windows Logo + SHIFT + M (Restore the minimized windows)

Windows Logo + F (Search for a file or a folder)

CTRL+Windows Logo + F (Search for computers)

Windows Logo + F1 (Display Windows Help. Using F1 only displays Help for the application you are using.)

Windows Logo + L (Lock the keyboard)

Windows Logo + R (Open the Run dialog box)

Windows Logo + U (Open Utility Manager)

There's generally more than one way to do things with keyboard shortcuts. CTRL+ESC, for example, opens the Start menu. But why would one use that when hitting the Windows key alone also opens the Start menu? This paper is limited in size and I have not included many such duplicate methods.

#### FINAL LESSON: A FEW OTHER USEFUL SHORTCUTS

SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature

ALT+SPACE: Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)

ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)

CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program

ALT+underlined letter in menu: Opens the menu

ALT+F4: Closes the current window

CTRL+F4: Closes the current Multiple Document Interface (MDI) window

ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window)

SHIFT+DELETE: Delete a selected item permanently without sending it to the recycle bin.

It is hard to retrain yourself when you have been doing things a certain way for a number of years. Following this section of the materials we have included a two page list of shortcuts that can be reproduced and distributed within your office. Make a copy for yourself. Perhaps you want to laminate it or otherwise protect it. Keep it in plain sight so you can start using some of these keyboard shortcuts.

We have one final word on keyboard shortcuts. Don't forget that you can program keys and key combinations to do all sorts of specialized tasks within your own office.

### Bibliography for Keyboard Shortcuts

(Windows shortcuts 98 & ME)

<http://support.microsoft.com/default.aspx?scid=kb;en-us;q126449>

(Windows shortcuts XP and XP Home Edition)

<http://support.microsoft.com/default.aspx?scid=kb;en-us;301583>

WordPerfect keyboard shortcuts

<http://www.fas.lsu.edu/fss/handouts/wordPerfect/Keyboard.htm>

MS Word keyboard shortcuts

<http://support.microsoft.com/default.aspx?scid=KB;EN-US;Q211982&ID=KB;EN-US;Q211982>