



Shortcut Keys Bellwork

Monday

1. **Alt:** Short for alternate, this key modifies Keyboard shortcuts to perform additional functions.

2. **Ctrl:** Short for control, the Ctrl key is used in Keyboard shortcuts to perform many commands.

Tuesday

1. **Insert Key:** Used to toggle between insert & overwrite modes. Insert mode places new text where the cursor is and moves existing text to the right.

2. **Overtype Mode:** Overtype mode replaces text as you type.

Wednesday

1. **End:** A key that moves the cursor to the end of a line.

2. **Home:** Key on the keyboard, usually above the end key. This key is used to return the cursor to the beginning of a line or a page.

Thursday

1. **Esc:** The escape key is used to cancel an action the computer is performing.

2. **Win Key:** Short for windows, this key will open up the start menu.

Friday

1. **Print Scrn:** Button on your keyboard that will take a “picture” of whatever is on the screen and place it on the clipboard.

2. **Function Keys:** At the top of the Keyboard, these are programmed with functions like F1= Help.
