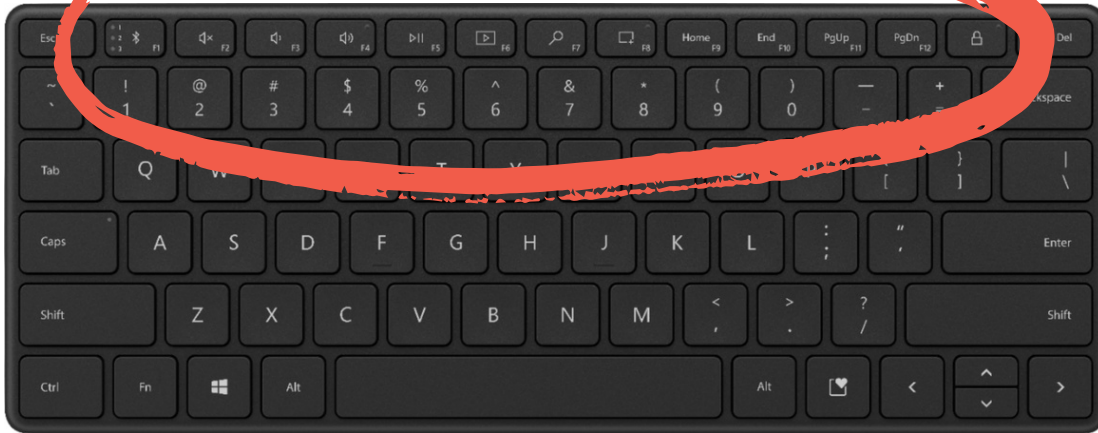# PC KEYBOARD FUNCTIONS

Every F key has a system function assigned to it.
Here they are:

- **F1** opens the Help screen for almost every program
- **F2** allows you to rename a selected file or folder
- **F3** opens a search feature for the application that is open
- **F4** (Alt + F4) closes the active window
- **F5** allows you to refresh or reload the page or document window
- **F6** moves the cursor to the address bar in most internet browsers
- **F7** used for spell check and grammar in a document in Microsoft Apps (e.g. Word)
- **F8** used to access the boot menu in Windows when turning on the computer
- **F9** refreshes a document in Microsoft Word and 'sends and receives' emails in Outlook
- **F10** activates the menu bar of an open application. Shift + F10 is the same as right clicking
- **F11** enters and exits full screen mode in internet browsers
- **F12** opens the Save As dialog box in Microsoft Word

To use the function keys just press them, there is no extra step required.

The windows key on a PC keyboard has this symbol ⊞

Windows key + Plus sign (+): Turn Magnifier on
Windows key + Esc: Turn Magnifier off
Windows key + Plus sign (+) or Minus sign (-): When Magnifier is on, zoom in or out
Ctrl + Alt + mouse scroll wheel: Zoom in and out using the mouse scroll wheel
Windows key + Ctrl + M: Open Magnifier settings
Ctrl + Alt + arrow keys: Pan in the direction of the arrow keys
Ctrl + Alt + I: Invert colors
Ctrl + Alt + F: Switch to full screen view
Ctrl + Alt + L: Switch to lens view
Ctrl + Alt + D: Switch to docked view
Ctrl + Alt + M: Cycle through views
Ctrl + Alt + R: Resize the lens with the mouse
Shift + Alt + arrow keys: Resize the lens with the keyboard
Ctrl + Alt + Spacebar: Quickly see the entire desktop when using full screen view

For text editing commands like Bold, Undo, Cut, Paste: see the "Keyboard Shortcuts" topics under Administration & HR, Basic Computer Skills on the Click Region website.

ClickRegion.