

KEYBOARD SHORTCUTS



COMMON WINDOWS SHORTCUTS

SHORTCUT	ACTION
CTRL+C	Copy
CTRL+O	Open
CTRL+P	Print
CTRL+S	Save
CTRL+V	Paste
CTRL+X	Cut
CTRL+Z	Undo
F1	Display contextual Help window.
SHIFT+F1	Activate context-sensitive Help mode
SHIFT+F10	Display pop-up menu
SPACEBAR	Select (same as one click of mouse button)
ESC	Cancel
ALT	Activate or inactivate menu bar mode
ALT+TAB	Display next primary window
ALT+ESC	Display next window
ALT+SPACEBAR	Display pop-up menu for window
ALT+HYPHEN	Display pop-up menu for active child window (MDI)
ALT+ENTER	Display properties
ALT+F4	Close active window
ALT+F6	Switch to next window within an application
ALT+PRINT SCREEN	Capture focus window to Clipboard
PRINT SCREEN	Capture desktop image to Clipboard
CTRL+ESC	Access Start button in taskbar
F2	Rename
F3	Find
DELETE	Delete
SHIFT+DELETE	Delete file immediately without putting it in Recycle Bin
ALT+double-click	Display properties
CTRL+right-click	Place alternative commands on the pop-up menu (Open With)
SHIFT+double-click	Explore and object; if the object does not have an Explore command, this starts default action (usually the Open command)
CTRL+F6	Display next child window
CTRL+TAB	Display next tabbed page or child window
CTRL+ALT+DEL	Reserved for system use

CONVERSION CHART

The reverse of this page is an ASCII Character • Decimal • Hex • Binary conversion chart. To access any character, hold down the ALT key, type the four-digit decimal number on the numeric keypad, and then release the ALT key. For example, to type the copyright symbol (©), hold down the ALT key, type 0169 on the numeric keypad, and then release the ALT key. (Before typing, make sure that the Num Lock is engaged.)

Have you tried HOT Labs yet?

"Not only were the materials exemplary and the instructor good, but it was the best step-by-step instruction I've ever experienced. Think of the hours saved not having to read some 800 page manual. I got the scope of the upgrade in six hours and can take charge of my own network without outside help. The lab was cheap at the price. Thanks"

Terry Nichols
Minneapolis, Minnesota

"Working in this lab and running through the upgrade improved my ability to work with the operating system more than any class or on-the-job experience could in the same amount of time."

Douglas Dersch
Sewell, New Jersey

"It was a great hands-on learning experience"

Wil Wolitsky
British Columbia

"I think the cooperative learning was great. Even total strangers who ended up next to each other on a system seemed to work together well and learn from each other. The instructors were 'top notch!'"

Matt and Denise Schlawin

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ASCII CHARACTER • DECIMAL • HEX • BINARY CONVERSION CHART

ASCII	DEC	HEX	BINARY
.....	0000	00	0000 0000
.....	0001	01	0000 0001
.....	0002	02	0000 0010
.....	0003	03	0000 0011
.....	0004	04	0000 0100
.....	0005	05	0000 0101
.....	0006	06	0000 0110
.....	0007	07	0000 0111
.....	0008	08	0000 1000
.....	0009	09	0000 1001
.....	0010	0A	0000 1010
.....	0011	0B	0000 1011
.....	0012	0C	0000 1100
.....	0013	0D	0000 1101
.....	0014	0E	0000 1110
.....	0015	0F	0000 1111
.....	0016	10	0001 0000
.....	0017	11	0001 0001
.....	0018	12	0001 0010
.....	0019	13	0001 0011
.....	0020	14	0001 0100
.....	0021	15	0001 0101
.....	0022	16	0001 0110
.....	0023	17	0001 0111
.....	0024	18	0001 1000
.....	0025	19	0001 1001
.....	0026	1A	0001 1010
.....	0027	1B	0001 1011
.....	0028	1C	0001 1100
.....	0029	1D	0001 1101
.....	0030	1E	0001 1110
.....	0031	1F	0001 1111

ALPHABETIC SYMBOLS

.....	0032	20	0010 0000
!	0033	21	0010 0001
"	0034	22	0010 0010
#	0035	23	0010 0011
\$	0036	24	0010 0100
%	0037	25	0010 0101
&	0038	26	0010 0110
'	0039	27	0010 0111
(0040	28	0010 1000
)	0041	29	0010 1001
*	0042	2A	0010 1010
+	0043	2B	0010 1011
,	0044	2C	0010 1100
-	0045	2D	0010 1101
.	0046	2E	0010 1110
/	0047	2F	0010 1111
0	0048	30	0011 0000
1	0049	31	0011 0001
2	0050	32	0011 0010
3	0051	33	0011 0011
4	0052	34	0011 0100
5	0053	35	0011 0101
6	0054	36	0011 0110
7	0055	37	0011 0111
8	0056	38	0011 1000
9	0057	39	0011 1001
:	0058	3A	0011 1010
;	0059	3B	0011 1011
<	0060	3C	0011 1100
=	0061	3D	0011 1101
>	0062	3E	0011 1110
?	0063	3F	0011 1111
@	0064	40	0100 0000
A	0065	41	0100 0001
B	0066	42	0100 0010

ASCII	DEC	HEX	BINARY
C	0067	43	0100 0011
D	0068	44	0100 0100
E	0069	45	0100 0101
F	0070	46	0100 0110
G	0071	47	0100 0111
H	0072	48	0100 1000
I	0073	49	0100 1001
J	0074	4A	0100 1010
K	0075	4B	0100 1011
L	0076	4C	0100 1100
M	0077	4D	0100 1101
N	0078	4E	0100 1110
O	0079	4F	0100 1111
P	0080	50	0101 0000
Q	0081	51	0101 0001
R	0082	52	0101 0010
S	0083	53	0101 0011
T	0084	54	0101 0100
U	0085	55	0101 0101
V	0086	56	0101 0110
W	0087	57	0101 0111
X	0088	58	0101 1000
Y	0089	59	0101 1001
Z	0090	5A	0101 1010
[0091	5B	0101 1011
\	0092	5C	0101 1100
]	0093	5D	0101 1101
^	0094	5E	0101 1110
_	0095	5F	0101 1111
`	0096	60	0110 0000
a	0097	61	0110 0001
b	0098	62	0110 0010
c	0099	63	0110 0011
d	0100	64	0110 0100
e	0101	65	0110 0101
f	0102	66	0110 0110
g	0103	67	0110 0111
h	0104	68	0110 1000
i	0105	69	0110 1001
j	0106	6A	0110 1010
k	0107	6B	0110 1011
l	0108	6C	0110 1100
m	0109	6D	0110 1101
n	0110	6E	0110 1110
o	0111	6F	0110 1111
p	0112	70	0111 0000
q	0113	71	0111 0001
r	0114	72	0111 0010
s	0115	73	0111 0011
t	0116	74	0111 0100
u	0117	75	0111 0101
v	0118	76	0111 0110
w	0119	77	0111 0111
x	0120	78	0111 1000
y	0121	79	0111 1001
z	0122	7A	0111 1010

MARKS AND SYMBOLS

{	0123	7B	0111 1011
	0124	7C	0111 1100
}	0125	7D	0111 1101
~	0126	7E	0111 1110
•	0127	7F	0111 1111
•	0128	80	1000 0000
•	0129	81	1000 0001
,	0130	82	1000 0010
f	0131	83	1000 0011
”	0132	84	1000 0100
”	0133	85	1000 0101

ASCII	DEC	HEX	BINARY
†	0134	86	1000 0110
‡	0135	87	1000 0111
^	0136	88	1000 1000
%	0137	89	1000 1001
§	0138	8A	1000 1010
¶	0139	8B	1000 1011
œ	0140	8C	1000 1100
•	0141	8D	1000 1101
•	0142	8E	1000 1110
•	0143	8F	1000 1111
•	0144	90	1001 0000
•	0145	91	1001 0001
•	0146	92	1001 0010
“	0147	93	1001 0011
”	0148	94	1001 0100

ASCII	DEC	HEX	BINARY
À	0194	C2	1100 0010
Á	0195	C3	1100 0011
Â	0196	C4	1100 0100
Ã	0197	C5	1100 0101
Ä	0198	C6	1100 0110
Å	0199	C7	1100 0111
Ç	0200	C8	1100 1000
È	0201	C9	1100 1001
É	0202	CA	1100 1010
Ê	0203	CB	1100 1011
Ë	0204	CC	1100 1100
Ì	0205	CD	1100 1101
Í	0206	CE	1100 1110
Î	0207	CF	1100 1111
Ð	0208	D0	1101 0000

QUICK REFERENCE

©	ALT+0169	f	ALT+0131	¼	ALT+0188	•	ALT+0149
®	ALT+0174	£	ALT+0163	½	ALT+0189	...	ALT+0133
™	ALT+0153	¥	ALT+0165	¾	ALT+0190	—	ALT+0151
¢	ALT+0162	÷	ALT+0247	±	ALT+0177	-	ALT+0150

•	0149	95	1001 0101
-	0150	96	1001 0110
-	0151	97	1001 0111
™	0152	98	1001 1000
™	0153	99	1001 1001
•	0154	9A	1001 1010
•	0155	9B	1001 1011
•	0156	9C	1001 1100
•	0157	9D	1001 1101
•	0158	9E	1001 1110
•	0159	9F	1001 1111
•	0160	A0	1010 0000
•	0161	A1	1010 0001
•	0162	A2	1010 0010
•	0163	A3	1010 0011
•	0164	A4	1010 0100
•	0165	A5	1010 0101
•	0166	A6	1010 0110
•	0167	A7	1010 0111
•	0168	A8	1010 1000
•	0169	A9	1010 1001
•	0170	AA	1010 1010
•	0171	AB	1010 1011
•	0172	AC	1010 1100
•	0173	AD	1010 1101
•	0174	AE	1010 1110
•	0175	AF	1010 1111
•	0176	B0	1011 0000
•	0177	B1	1011 0001
•	0178	B2	1011 0010
•	0179	B3	1011 0011
•	0180	B4	1011 0100
•	0181	B5	1011 0101
•	0182	B6	1011 0110
•	0183	B7	1011 0111
•	0184	B8	1011 1000
•	0185	B9	1011 1001
•	0186	BA	1011 1010
•	0187	BB	1011 1011
•	0188	BC	1011 1100
•	0189	BD	1011 1101
•	0190	BE	1011 1110

Ñ	0209	D1	1101 0001
Ò	0210	D2	1101 0010
Ó	0211	D3	1101 0011
Ô	0212	D4	1101 0100
Õ	0213	D5	1101 0101
Ö	0214	D6	1101 0110
×	0215	D7	1101 0111
ø	0216	D8	1101 1000
Ù	0217	D9	1101 1001
Ú	0218	DA	1101 1010
Û	0219	DB	1101 1011
Ü	0220	DC	1101 1100
Ý	0221	DD	1101 1101
Þ	0222	DE	1101 1110
ß	0223	DF	1101 1111
à	0224	E0	1110 0000
á	0225	E1	1110 0001
â	0226	E2	1110 0010
ã	0227	E3	1110 0011
ä	0228	E4	1110 0100
å	0229	E5	1110 0101
æ	0230	E6	1110 0110
ç	0231	E7	1110 0111
è	0232	E8	1110 1000
é	0233	E9	1110 1001
ê	0234	EA	1110 1010
ë	0235	EB	1110 1011
ì	0236	EC	1110 1100
í	0237	ED	1110 1101
î	0238	EE	1110 1110
ï	0239	EF	1110 1111
ð	0240	F0	1111 0000
ñ	0241	F1	1111 0001
ò	0242	F2	1111 0010
ó	0243	F3	1111 0011
ô	0244	F4	1111 0100
õ	0245	F5	1111 0101
ö	0246	F6	1111 0110
÷	0247	F7	1111 0111
ø	0248	F8	1111 1000
ù	0249	F9	1111 1001
ú	0250	FA	1111 1010
û	0251	FB	1111 1011
ü	0252	FC	1111 1100
ý	0253	FD	1111 1101
þ	0254	FE	1111 1110
ÿ	0255	FF	1111 1111

LINGUISTIC SYMBOLS

ç	0191	BF	1011 1111
À	0192	C0	1100 0000
Á	0193	C1	1100 0001