



Question on Software or Operating system.

KEYBOARD FUNCTION KEYS.



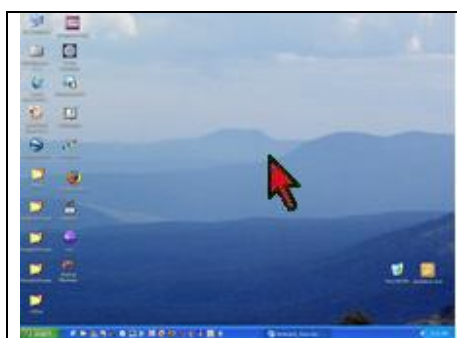
Some keyboards feature function hot keys (about 10) where it is possible to access the Internet and e-mail quickly by pushing the appropriate key. This short tutorial covers only the standard keyboard.

These function keys provide some interesting shortcuts for common computer functions that can be useful tools in everyday computing.

Here is a brief rundown of the function key and what they can do for you.

F1 key will often bring up a help menu. (standard in most software)
F2 key to rename an item when working in Windows. Highlight any folder or file, and press F2. You will then be able to type a new name for the object.
F3 When you are working in Windows, the F3 key will open the Find Files window.
F4 The F4 key has some very useful functionality. You can press F4 to open the Address bar when working in Internet Explorer. This will allow you to type the address of a Web page for quick access.
F5 Is the refresh key when in Internet Explorer. Microsoft Word F5 brings up the [Find & Replace] dialog box.
F6 This key is often used to move the cursor around the structure of the program. Pressing it will often cycle you from window to window.
F7 This key has some functions in individual programs. (Microsoft Word, Spell Checker) (OpenOffice, Spell Checker).
F8 The F8 key can be used to access Safe Mode if pressed during the computer's boot up process.
F9 The F9 key does not have any functionality in Windows. It may, however be used in some individual programs.
F10 The key that is used to activate the menu bar in many programs.
F11 Press when you are working in Internet Explorer and the window will open to full screen mode. Press F11 when you are in full screen mode will toggle you back to your normal view.
F12 This key does not have any functionality in Windows. It may, however be used in some individual programs.

Function keys on your Desktop



F1 Calls up the '**Help and Support Centre**'.

F3 Calls up the '**Search Files Explorer**'.

To activate the two functions on the Desktop, place the arrow cursor on the desktop Left Click the Mouse Button then press the function key.

Many individual software applications have programmed the [**F4**] function key to carry out different commands. Windows Explorer will display a list of addresses you've typed.

Paint Shop Pro Toggles the Tools option tool bar '**On**' & '**Off**'

Microsoft Word, repeats last keyboard and function selection, also Excel Spreadsheet.

Displays '**My computer list**' in Windows Explorer.

Toggles '**Book Marks**' in Opera Web Browser.

The encouragement here, is to try the [**F4**] function key when using your favourite program.