



## File Management, Wrapup

Note: In this issue of our newsletter I'd like to bring to you a bunch of things that are not necessarily related to each other. These are things that let you get more efficient on the computer with respect to the files you create, how you manage them and File Management in general.

### Some Preliminaries Repeated.

Let's standardize on some terms, first. These are **my** standards:

1. When you are typing up something (anything), I call it a **document**.
2. When you save it, you save it as a **file**.
3. When you have a **picture** on the screen it is simply a picture, obviously.
4. When you save it, you save it as a **file**.

When you save a file, it is *always* saved in a folder. It is up to you to specify what folder you want to save it in.

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### KEYBOARD SHORT CUTS

The trouble with short cuts is that there are so many that it is nearly impossible to know all of them and simply impossible to remember all of them. When I am at somebody's house to help someone, I often ask for the 'client' to sit at the computer to 'show me' the particular problem that he or she is having. That is when I cringe.

Here are a bunch of tips that everyone must know. Absolutely must! D'ya hear?

### Filling out forms.

There are many occasions when you have fill out a form with your name, address, etc. There are some programs that will fill out the forms for you. (I want to cover that in another issue of the newsletter.) However, for this writing of the newsletter let's say that you are typing it manually (painfully?) yourself with the keyboard.

Each space where you have to type something is called a '*Field*'. (That is a legitimate term, by the way.) I'll use it often. *(Next column.)*

*(Continued from left column)*

Remember it. There is a definite procedure for you to follow for filling out these forms.

Let's define another term: the *Insertion Point*. Oh, yes, the Insertion Point. I've used the term before in these newsletters. Let's define it here again and also assign an unsophisticated abbreviation, IP, for the *Insertion Point*. (I thought of that all by myself.)

*If you put the mouse cursor inside of a Field and left click on the mouse, you automatically create an IP exactly in the position where you can and should type the first character in that Field.*

I am emphasizing this because I often see people clumsily trying to use the mouse to create the IP exactly at the beginning of the *Field* where the first character is to be typed. Merely clicking *anywhere* inside of the *Field* places the IP exactly where the first character is typed.

OK, now, here is the second point. When you are through typing in one *Field*, press the TAB key to move to the next *Field*. The IP is then positioned exactly at the place where the first character is to be typed in that next *Field*.

Be aware, however, that what you think is the next field is not necessarily what the programmer made the next field. If the fields are in one column, that is. Here are some general rules you can expect to follow:

1. If the next *Field* is below the current *Field*, then pressing the Tab will move the IP to the next *Field*.
2. If the next *Field* is beside the current *Field* then pressing the Tab key will move the IP to that *Field*.
3. If the Fields are scattered in a way that makes it uncertain as to where the pressing the Tab key will take you, then you may have to →



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look for the Field which has the flashing IP. You don't have to fill the form in any particular order but it is more efficient to select the IP and move the IP from Field to Field in these ways.

3. If you must go back to the previous Field, hold the Shift key down while pressing the Tab key

So you see that using the keyboard you can fill out the forms and move the IP as needed. The only time you need the mouse (and that is not all the time) is to create the IP in one of the Fields.

Note: Feel free to accuse me of being anti mouse. That is really not true. The fact that I have two cats is purely coincidental.. It's just that when I look at that beautiful keyboard I just get so keyed up..

Xing a File to Close it?

Do you want to just close the file? Or do you want to also close the program that the file uses? It makes a difference as to what your objective is. Here are two rules to go by.

1. If you want to only close the file, click on the Menu bar, click File, then click on Close in the drop down menu. Or, right click on the file appearing in the Status Bar (at the bottom) then left click on Close. And if you have a fetish about the keyboard (like I do) then press Alt +F, C. If you would like a whiz bang thing, press Alt+F4. (See below.) I am starting to introduce you to some keyboard short cuts. See later in this newsletter.

2. If you want to close the file, and close the program too, then click

on Exit.

It makes sense then for you to know what you intend to do before you indiscriminately click on the big X. If you want to close one file (in Word, for example) and work on another, just close the file not the program. Your computer does take into account that you are using Word and makes the program available for faster loading.

An analogy for you to munch on:: If you take your car out of the garage to drive it on an errand then it makes sense to leave it on the driveway when you return if you are going to go on another errand immediately. So why put it in the garage? Well, if it is a hot Summer day .....

In rule number 1 above I gave you a whiz bang idea (pardon the vernacular.) Alt+F4 is a clever tool. Each time you hit Alt+F4 it will close any window that is open. Keep hitting Alt+F4 and it will keep closing windows. And when there is no window to close the last Alt+F4 lets you shut down.

Income and Expenses 3/1/2010 - 3/29/2010. Table with 2 columns: Item, Amount. Includes rows for Income (\$), Expenses (\$), and Total Income/Expenses.



## COPYING STUFF FROM A WEBPAGE

What I want to show you here is not the actual copying from a webpage (which is a separate subject) but what to do after you have the copied material in a blank Word Document. Because of how web pages are created, the resulting appearance in a blank MS Word document leaves a lot to be desired.

The best way that I know of to make the document usable is to clear the formatting. On the **Menu** bar click on **Format**, then **Styles and Formatting**. In the side menu click on **Clear Formatting**. It is unfortunate that you are left with a sort of virgin mess. The fortunate part is that you have a clean slate to format the material the way you want.

There are other but more complicated ways to get stuff off the webpage onto a blank MS Word document. That also is a subject for another newsletter.

## INSIDE THE MS WORD DOCUMENT

Part of File Management is to look forward when you are creating a document. At that time it is worth while to put some stuff in the document that will make it easy for you to find it when it is saved.

Here is a trap that people often fall into. If you click on **File** and **Save as** and then click **Save** in the **Save as** window, Word will name the file with the first words it sees in the document. Often that is meaningless for obvious reasons.

Upon opening a blank MS Word document, click **File** and **Save as** immediately, give the file a name and then save it where you want it.

If this is a document which will be printed and disseminated to others and to which might be a reference future then inside of the document type the file name, much like this, as an example: *FN=InstrForWord* (Use very small font size. I usually use size 8.) I usually put the file name identifier as close to the bottom left or bottom right margin as I can get it. It is very unobtrusive. The reader may or may not know what it means. (But you will know.)

(See next column for continuation)

(Continued from left column)

Do you think this is a pain in the neck? But if you want to be efficient, this is the kind of thing you have to think of, especially if you are a heavy user of the computer.

The recipient may call you ask you about the document later. All you have to ask is for the filename information that is on the page as I described to you in the left column. Or you might have to pull the hard copy out of a folder to modify it. You will know the file name and it will be easy to find (no matter how sloppy you are as a computer filing clerk).

Note: For the really heavy computer user (not weight wise!) who produces a large number of documents there is another technique which is popular now. It may make the document somewhat messy but it is effective. Add 'tags' to the file. These are words which can be used to find a class of files that you've created. For example, if I had to use Tags to attach to this newsletter (April, 2010), I would use tags like this:  
TAGS: files, management, filename, shortcuts, etc.

You can always count on being sloppy or at least careless when you blithely think that, "Oh, I'll remember that. Yeah, sure!"

When I was the creator of flyers and bulletins for our Association I had many occasions where I was given one of my old flyers of a past year and was asked to make another. It was simple for me to look for the file name and to find it in my computer. It minimized my efforts enormously. Instead of spending days to create another (or an identical one), it became a matter of hours.

## KEYBOARD SHORTCUTS

Nous sommes arrivez! If I remember my high school French rightly, that means that "We have come." I said earlier that we'd talk about shortcuts.

Some shortcuts do not have to be remembered since they are staring at you when you look at some menus on the monitor.. Especially the **Menu** bar.

Other shortcuts are also obvious but you have to look to the keyboard itself. Not all keyboards will show the secondary use for certain keys. There is another 'standard' black keyboard that is in general use now which does not show anything other than the letters, number, F-key numbers, characters, etc. unfortunately which is not enough.

(See next page)



The more elaborate keyboard will show the extra functions of some of the keys when used as a shortcuts. Here are some of them:

Key	Assigned Function
A	All
S	Save
F	Find
Y	Redo
U	Underline
I	Italic
O	Open
P	Print
Z	Undo
X	Cut
V	Paste
B	Bold
N	New

Some of the Function keys, F1, F2, F3, etc. have standard functions. Some keyboards allow second functions on the F keys when an F-lock is used. They are unique to certain manufacturers of keyboards.

Some of the F keys will have functions unique to a program you may be running. All these functions pose a problem to the user and I am of little or no help here in this respect.

I have provided along with this newsletter an Appendix which is a copy of what I got from Microsoft. I made it a separate document so that you can print it out for your personal use.

Unfortunately, typically of Microsoft, these shortcuts are not all in the form organized for easy learning or understanding. I have found that the best solution to the knowing and learning the shortcuts is to simply learn the frequently used ones and to have a list posted near your computer which shows the less common ones. And lastly just forget the obscure ones.

### SPECIAL SHORTCUTS

In my 100 years of working with computers I found that some shortcuts are very useful.

### PRINTING

If you use the printer icon on a tool bar the computer begins printing and when you really think of it, that is what it is supposed to do. If you need to set up printing parameters such as number of copies or which pages to print, etc., it is better to click on **File**, and then **Print**. →

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But if your hands are on the keyboard, press Ctrl+P to quickly bring up the same window where you can make your printing choices.

### MENU OPTIONS

If you have a MS Word document open, I want you to notice that the Menu bar looks like this:

File, Edit, View, Insert, Format, Tools, Arrange, Window, Help. Some other programs may have additional functions. Note that one of the letters is underlined. In these instructions here and in other newsletters you've read that I wanted you to press Alt+F, C when I wanted you to close the file.

The underlined letter E tells you that the Alt key plus that underlined letter is the same as clicking on File. *The pressing on C can follow immediately after..* You don't have to hold down Alt and F and C all at the same time. I am sure that many of you know that already.

When you press on Alt+F you bring up the File menu and in that drop down menu the letter C in Close is also underlined.

### USING KEYBOARD WHEN MOUSE FAILS

If the mouse fails to work, all is not lost. If the keyboard still works there are some things you can still do. Many of the functions of the mouse can be done with the keyboard. It is too much of a pain in the neck to continue working with the computer when the mouse fails. So the best thing to do is to shut down or restart the computer. How? There are two ways.

#### Method 1

Press Alt + F4 repeatedly until you get the shut down window which allows you to select shut down or restart. Use arrow keys to select whether you want to shut down or restart.

#### Method 2

Press the Windows key (between Alt and Ctrl).

Press **U** on the keyboard. Note that in the word **Shut down** the letter 'u' is underlined.

Press arrow keys to select Restart or ?  
Press **Enter**.

I generally prefer to use the Alt+F4 repeatedly because it also shuts down any open programs. All of this depends, of course, on the keyboard still being operable.

**APPENDIX to April 2010 CCMV Newsletter**  
**(Source: Microsoft 4/2010)**

**General keyboard shortcuts**

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)
- ALT+F4 (Close the active item, or quit the active program)
- ALT+ENTER (Display the properties of the selected object)
- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)

- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (Activate the menu bar in the active program)
- RIGHT ARROW (Open the next menu to the right, or open a submenu)
- LEFT ARROW (Open the next menu to the left, or close a submenu)
- F5 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

### **Dialog box keyboard shortcuts**

If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection. To cancel extended selection mode, press SHIFT+F8 again. Extended selection mode cancels itself when you move the focus to another control.

- CTRL+TAB (Move forward through the tabs)
- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)

- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- SPACEBAR (Select or clear the check box if the active option is a check box)
- Arrow keys (Select a button if the active option is a group of option buttons)
- F1 key (Display Help)
- F4 key (Display the items in the active list)
- BACKSPACE (Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box)

### **Microsoft natural keyboard shortcuts**

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the **System Properties** dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)
- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)
- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the **Run** dialog box)
- Windows Logo+U (Open Utility Manager)

### **Accessibility keyboard shortcuts**

- Right SHIFT for eight seconds (Switch FilterKeys either on or off)
- Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
- Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
- SHIFT five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)

- Windows Logo +U (Open Utility Manager)

### **Windows Explorer keyboard shortcuts**

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (\*) (Display all of the subfolders that are under the selected folder)
- NUM LOCK+Plus sign (+) (Display the contents of the selected folder)
- NUM LOCK+Minus sign (-) (Collapse the selected folder)
- LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

### **Shortcut keys for Character Map**

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

- RIGHT ARROW (Move to the right or to the beginning of the next line)
- LEFT ARROW (Move to the left or to the end of the previous line)
- UP ARROW (Move up one row)
- DOWN ARROW (Move down one row)
- PAGE UP (Move up one screen at a time)
- PAGE DOWN (Move down one screen at a time)
- HOME (Move to the beginning of the line)
- END (Move to the end of the line)
- CTRL+HOME (Move to the first character)
- CTRL+END (Move to the last character)

SPACEBAR (Switch between Enlarged and Normal mode when a

### **Microsoft Management Console (MMC) main window keyboard shortcuts**

- CTRL+O (Open a saved console)
- CTRL+N (Open a new console)
- CTRL+S (Save the open console)
- CTRL+M (Add or remove a console item)
- CTRL+W (Open a new window)
- F5 key (Update the content of all console windows)
- ALT+SPACEBAR (Display the MMC window menu)
- ALT+F4 (Close the console)
- ALT+A (Display the Action menu)
- ALT+V (Display the View menu)
- ALT+F (Display the File menu)
- ALT+O (Display the Favorites menu)

### **MMC console window keyboard shortcuts**

- CTRL+P (Print the current page or active pane)
- ALT+Minus sign (-) (Display the window menu for the active console window)
- SHIFT+F10 (Display the Action shortcut menu for the selected item)
- F1 key (Open the Help topic, if any, for the selected item)
- F5 key (Update the content of all console windows)
- CTRL+F10 (Maximize the active console window)
- CTRL+F5 (Restore the active console window)
- ALT+ENTER (Display the **Properties** dialog box, if any, for the selected item)
- F2 key (Rename the selected item)
- CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

### **Remote desktop connection navigation**

- CTRL+ALT+END (Open the Microsoft Windows NT **Security** dialog box)
- ALT+PAGE UP (Switch between programs from left to right)
- ALT+PAGE DOWN (Switch between programs from right to left)

- ALT+INSERT (Cycle through the programs in most recently used order)
- ALT+HOME (Display the Start menu)
- CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
- ALT+DELETE (Display the Windows menu)
- CTRL+ALT+Minus sign (-) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)
- CTRL+ALT+Plus sign (+) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

### **Microsoft Internet Explorer navigation**

- CTRL+B (Open the **Organize Favorites** dialog box)
- CTRL+E (Open the Search bar)
- CTRL+F (Start the Find utility)
- CTRL+H (Open the History bar)
- CTRL+I (Open the Favorites bar)
- CTRL+L (Open the **Open** dialog box)
- CTRL+N (Start another instance of the browser with the same Web address)
- CTRL+O (Open the **Open** dialog box, the same as CTRL+L)
- CTRL+P (Open the **Print** dialog box)
- CTRL+R (Update the current Web page)
- CTRL+W (Close the current window)

### **Other information**

- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- Some of the other Microsoft Knowledge Base articles that have similar information as this article are:
  - [126449](#) Keyboard shortcuts for Windows
  - [255090](#) Keystroke navigation in Windows 2000 Help

- Refer to Help for the most current information regarding keyboard navigation and visit the following Microsoft Accessibility Web site for additional information that relates to keyboard shortcuts and keyboard navigation in Windows and other Microsoft products: