

This document covers the basic navigational tools which can be used with multiple applications when working on a PC. The conventions used in this document are detailed in Table 1 below.

Convention	Definition
<b>Bold text</b>	Performing a command
<i>Italicized text</i>	File or option name

Table 1 - Document Conventions

Table 2 contains the basic keyboard shortcuts which will work with just about all applications.

Command	Function
Ctrl-C	Copy
Ctrl-V	Paste
Ctrl-X	Cut
Ctrl-Z	Undo previous command
Ctrl-Y	Repeat previous command
Ctrl-B	Bold text
Ctrl-I	Italicize text
Ctrl-U	Underline text
Ctrl-A	Select all (usually text in document)
Ctrl-S	Save file
Ctrl-P	Print document
Ctrl-N	Create new document
Ctrl-O	Open existing document

Table 2 - Keyboard Shortcuts

 **Tip** → When looking for a command to perform on a particular item, right-click on the item. Right clicking provides a list of actions which can be performed on that particular item.

Commonplace actions are described below.

To select several items in a list where the items are contiguous →

- 1) Click on the first item.
- 2) Go to the last item. Press the **Shift key**, then click on the last item. The selected list will now be highlighted.
- 3) Perform the desired action. For example, **ctrl-X** to cut those items and the **ctrl-V** to paste them in their new location.

To select randomly located items in a list →

- 1) Click on the first item.
- 2) Go to the next item. Press the **Control key**, then click on the next item. Both items are now highlighted.
- 3) Repeat until you have all the desired items highlighted.
- 4) Perform the desired action.

To create new folders →

- 1) Click on the *New Folder* option usually located at the top of the active window.
- 2) Name the folder and hit **Return** for the name to take effect.

To rename an existing folder →

- 1) Click on the folder so that it is highlighted.
- 2) Right-click and select *Rename* from the menu (usually towards the bottom of the menu list).
- 3) Change the folder name and hit **Return** for the change to take effect.

To click and drag several files instead of using keyboard shortcuts →

- 1) Open both folders as shown in the example (Figure 1), and place them side-by-side.

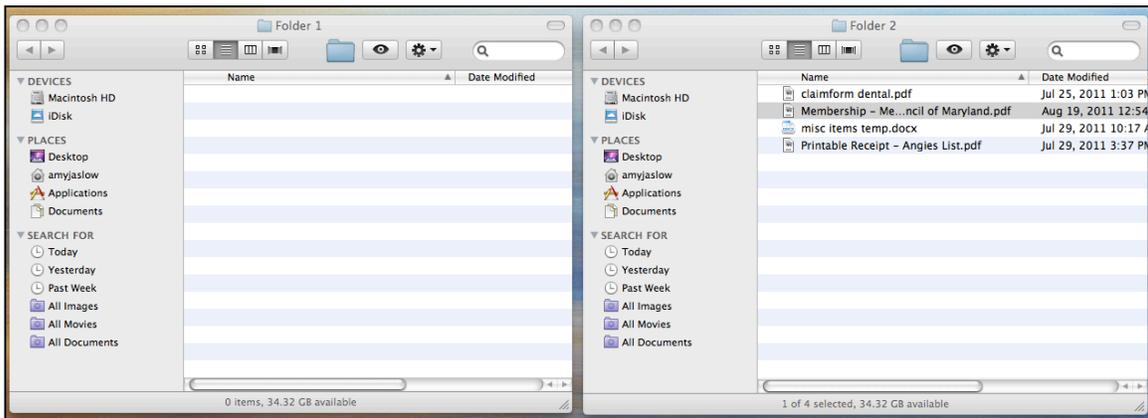


Figure 1 – Folders side-by-side

- 2) Click on the files in the “From” folder that you want to move to the “To” folder, using either the shift key (for contiguous files) or the control key (for randomly located files).
- 3) Then click on the highlighted files and keeping the click active, drag the files to the “To” folder, letting go of the click action once the files are in the “To” folder (and the cursor has turned to a plus) as shown in Figure 2.

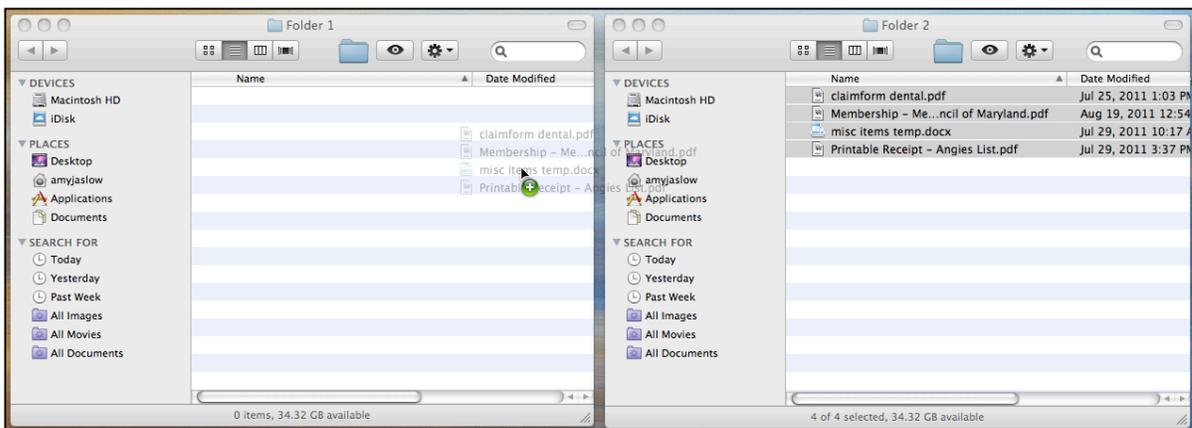


Figure 2 – Dragging files to new folder