

Windows Shortcuts

Use this command	To do this
ALT + TAB + TAB	Switch between ALL open applications
ALT + ESC	Switch between TWO open applications
ALT + F4	Close any application
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + ESC	Display Windows 95/NT Task menu
CTRL + Z	Undo/Redo
Double-click application Title bar	Maximize/Restore application window

Internet Explorer Shortcuts

Use this command	To do this
ALT + A + C	View Page Source code
CTRL+ O	Display Open dialog box
ALT + A	Display Favorites menu
CTRL+ R	Reload page in browser

Notepad Shortcuts

Use this command	To do this
ALT + F + S	Save a file
ALT + F + O	Open a file
ALT + F + N	Create a new file
ALT + E + W	Turn Word Wrap On/Off

How to open a local file in the browser

1. Click inside the **Address** bar of the browser and type the path to your file. For example:

c:\html1\student\home.htm

2. Press **ENTER**.

