

Computer Know How Series

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Keyboard Shortcuts and Voice Recognition – Thursday July 13th 2017 @ 2pm

<http://www.aehost.net/morpd> or <http://www.morpd.com>

1) Topic of the Day

- a. **Keyboard Shortcuts and Voice Recognition** – Two different ways to help you use your device.
- b. Each subject can help increase productivity and control your devices.

2) Keyboard Shortcuts

- a. **Ctrl + A** - Select all items in a document or window
- b. **Ctrl + X** - Cut the selected item
- c. **Ctrl + C** (or Ctrl + Insert) - Copy the selected item
- d. **Ctrl + V** (or Shift + Insert) - Paste the selected item
- e. **Ctrl + Z** - Undo an action & **Ctrl + Y** - Redo an action
- f. **Alt + Tab** - Switch between open apps
- g. **Alt + F4** - Close the active item, or exit the active app
- h. **Windows logo key** - Open or close Start
- i. **Windows logo key + L** - Lock your PC
- j. **Windows logo key + D** - Display and hide the desktop
- k. **F1** – Active Program Help
- l. **F2** - Rename the selected item
- m. **F5** (or Ctrl + R) - Refresh the active window
- n. **Esc** - Stop or leave the current task

3) Voice Recognition

- a. Windows Cortana/Speech Recognition
- b. Apple Siri
- c. Google Now
- d. Amazon Alexa

4) Links/Resources

- a. Keyboard Shortcuts for Windows – <https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>
- b. Mac keyboard shortcuts - <https://support.apple.com/en-us/HT201236>
- c. Keyboard Shortcut Comparison – https://en.wikipedia.org/wiki/Table_of_keyboard_shortcuts
- d. 200 Keyboard Shortcuts (Windows) to Boost Your Productivity – <http://www.hongkiat.com/blog/100-keyboard-shortcuts-windows>
- e. Keyboard shortcuts for Microsoft Word on Windows – <https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95ef89dd-7142-4b50-afb2-f762f663ceb2>
- f. 60 Essential Microsoft Office Keyboard Shortcuts for Word, Excel, and PowerPoint – <http://www.makeuseof.com/tag/60-essential-microsoft-office-keyboard-shortcuts-word-excel-powerpoint>
- g. Speech Recognition – https://en.wikipedia.org/wiki/Speech_recognition
- h. Windows Speech Recognition – <https://support.microsoft.com/en-us/help/17208/windows-10-use-speech-recognition>
- i. Who's Smartest: Alexa, Siri, and or Google Now? – <https://www.inc.com/kevin-j-ryan/internet-trends-7-most-accurate-word-recognition-platforms.html>
- j. Control your PC with these 5 speech recognition programs – <http://www.pcworld.com/article/2055599/control-your-pc-with-these-5-speech-recognition-programs.html>