

## Using Shortcut Keys to open programs in Windows



**Shortcut keys such as Cut (Ctrl+V), Copy (Ctrl+C) and Paste (Ctrl+P) all help you use your computer quickly and efficiently without having to continually shuffle between the mouse and keyboard. In this article we teach you how to make your own Shortcut Keys to open your most commonly used programs.**

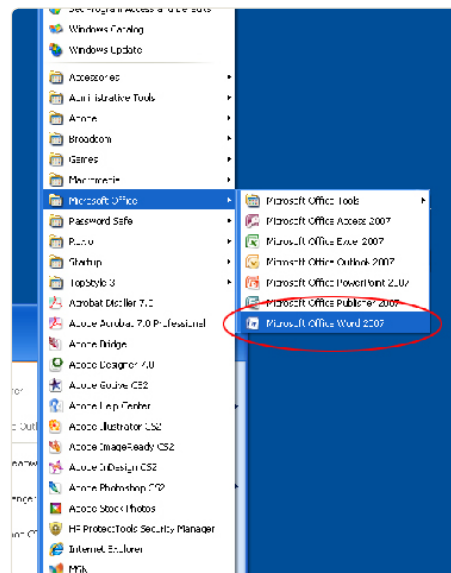
You can use Shortcut Keys to open any program you can create a shortcut icon to (this includes any icon in the start menu). We would suggest that the best way to get started is to open programs that are already on your start menu. After you have set up the shortcut key, all you will need to do is press **CTRL + ALT + [Your Assigned Key]** and your program will open

### To set up a shortcut key to open Microsoft Word:

- 1) Open your **Start** menu and find the icon you want to create a shortcut key for (don't click it just yet).
- 2) Right click on the icon and click **"Properties"**
- 3) In the Shortcut tab, left click your mouse in the white box to the right of **"Shortcut Key"** – if you have not assigned a shortcut key yet it will say "None".
- 4) One after the other (and keeping them all pressed), press the keys which you would like to use to open Word. "CTRL" and "ALT" are essential, but the last key is up to you. We would suggest "W" for Word.
- 5) Press **"Ok"**.

From now on, whenever you press **"CTRL + ALT + W"** your computer will open Microsoft Word for you. You don't have to use your mouse at all and it will work regardless of where you are in Windows.

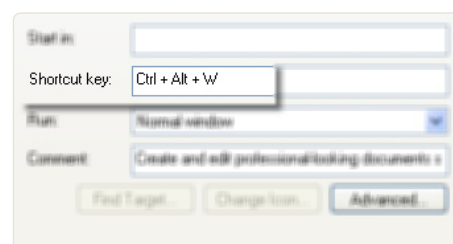
You can set up as many different Shortcut Keys as you would like by repeating these steps for other program shortcuts. After a while you get used to them and they really speed you up.



**Above:** Step 2, right click on the program you would like to allocate a shortcut key to.



**Above:** Click your mouse in the white box to the right of "Shortcut Key"



**Above:** Press the combination of keys you would like to use. They will appear in the box. Press OK.

This article applies to:

