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To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Speed up by using your mouse less

Speed up by using your mouse less

Brought to you by **Lisa Schwaiger**
- DOPM HelpDesk Triage and Computer Tech, currently working from home



SITUATION:

I know some people rarely use their mouse, and instead mostly just use keyboard shortcuts. They say it makes using a computer so much faster and easier. How can I get started being more like those people?

ANSWER:

Here are 10 easy things you can do:
(And the below link gives you the article this came from, which has additional suggestions.)

5 things you can do in most any “text” situation, such as Word or Outlook:

You can test them out even in this email message for convenience, so you get the idea.

- Control-Backspace / Control-Delete will eradicate the left/right word without the need to individually backspace each letter.
- Shift plus your arrow keys lets you select text with the keyboard, add control in there and you can select whole words. Use shift and Home/End to select a whole line, use them without shift to jump to the end or start of a line. This way you can press Home-Shift-End-Backspace and a whole line is gone in a second.
- Control-UpArrow will jump up a Paragraph in many text editors.
- Control-F allows you to find words, it also allows to quickly jump down to a specific part of a website or long document when you know what you are searching for. Control-H lets you open the same window and replace words / phrases in most programs.
- Control-Home/End allow you to jump to the beginning/end of the document which is very useful if you went back to correct a sentence or something and then want to continue writing at the end of the document.

5 things you can do in your WebBrowser (like Firefox, Chrome or Edge):

- You can use Control-L to jump to the search / URL bar and type up a website URL.
- Control-T will open a new tab
- Control-W will close the current tab.
- Control-PageUp/Down will cycle through your open tabs, just PageUp/Down will allow you to scroll the page.
- Speaking of scrolling the page: You can scroll down by just pressing the space bar which is easily the most convenient way to scroll down

From: <https://levelup.gitconnected.com/how-to-become-a-true-keyboard-warrior-and-stop-using-your-mouse-a87cd29c5801>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>