

## **F1**

Almost always used as the help key, almost every program opens a help screen when this key is pressed.

Enter CMOS Setup.

Windows Key + F1 would open the Microsoft Windows help and support center.

Open the Task Pane.

## **F2**

In Windows renames a highlighted icon, file, or folder in all versions of Windows.

Alt + Ctrl + F2 opens document window in Microsoft Word.

Ctrl + F2 displays the print preview window in Microsoft Word.

Quickly rename a selected file or folder.

Enter CMOS Setup.

## **F3**

Often opens a search feature for many programs including Microsoft Windows when at the Windows Desktop.

In MS-DOS or Windows command line F3 will repeat the last command.

Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

Windows Key + F3 opens the Advanced find window in Microsoft Outlook.

## **F4**

Open find window in Windows 95 to XP.

Open the address bar in Windows Explorer and Internet Explorer.

Repeat the last action performed (Word 2000+).

Alt + F4 closes the program window currently active in Microsoft Windows.

Ctrl + F4 closes the open window within the current active window in Microsoft Windows.

## **F5**

In all modern Internet browsers, pressing F5 will refresh or reload the page or document window.

Open the find, replace, and go to window in Microsoft Word.

Starts a slideshow in PowerPoint.

## **F6**

Move the cursor to the address bar in Internet Explorer, Mozilla Firefox, and most other Internet browsers.

Ctrl + Shift + F6 opens to another open Microsoft Word document.

Reduce laptop speaker volume (on some laptops).

## F7

Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.

Shift + F7 runs a Thesaurus check on the word highlighted.

Turns on Caret browsing in Mozilla Firefox.

Increase laptop speaker volume (on some laptops).

## F8

Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.

Used by some computers to access the Windows recovery system, but may require a Windows installation CD.

Displays a thumbnail image for all workspaces in Mac OS.

## F9

Refresh document in Microsoft Word.

Send and receive e-mail in Microsoft Outlook.

Opens the Measurements toolbar in Quark 5.0.

Reduce laptop screen

## **F10**

In Microsoft Windows activates the menu bar of an open application.

Shift + F10 is the same as right-clicking on a highlighted icon, file, or Internet link.

Access the hidden recovery partition on Compaq, HP, and Sony computers.

Enter CMOS Setup on some computers.

Increase laptop screen brightness (on some laptops)

With Mac OS 10.3 or later, shows all open Windows for the active program.

## **F11**

Enter and exit fullscreen mode in all modern Internet browsers.

Ctrl + F11 as computer is starting to access the hidden recovery partition on many Dell computers.

Access the hidden recovery partition on eMachines, Gateway, and Lenovo computers.

With Mac OS 10.4 or later, hides all open windows and shows the Desktop.

## **F12**

Open the Save as window in Microsoft Word.

Ctrl + F12 opens a document In Word.

Shift + F12 saves the Microsoft Word document (like Ctrl + S).

Ctrl + Shift + F12 prints a document in