Keyboard Shortcuts for Lenovo R61 ThinkPads

Internet Explorer

F11: pressing F11 hides navigation & search tool bars so that more web page can be viewed. Press F11 again to bring back navigation & search tool bars.

F5: refreshes page. Good for news pages where headlines are changing constantly.

Control & F: find on this page.

Control & + : zooms in to make everything bigger.

Control & - : zooms out to make everything smaller.

PowerPoint

B: to toggle between black screen and actual displayed slide.

W: to toggle between white screen and actual displayed slide.

A: toggles between show pointer or not.

F5: to start slide show.

Esc: to exit slide show.

Right and left arrows: for navigation between slides.

Duplicate slide: right click on slide and choose duplicate.

To go to a **specific slide**, type the slide's **number** and then enter key

Connecting to external projector / monitor

Intel Graphics: When pressing the FN-F7 keys do not get the image projected on the big screen, open Intel Graphics options. There are three places to access Intel Graphics options: 1. Click on "blue monitor" icon in system tray - or 2. right click on desktop and choose Graphic Options - or 3. open Intel Graphics within Control Panel. Choose ***CLONE – monitor +notebook***.

Other general keyboard shortcuts

Application has frozen: press Control +Alt + Delete keys simultaneously. Then click on Task Manager button. Under the "Applications" tab, choose the software you want to end.

If laptop completely freezes: hold down silver power button for at least five seconds

Stand By vs Hibernate:

Stand By – shuts down some things like hard drive & processor (continues to use some power but is fastest way to reboot)

Hibernate – better than **shut down** - saves the state of things and shuts completely down – so it doesn't continue to use power (takes longer to get running again because it has to reboot from cold but you end up where you were before going into hibernate).

FN keys: correspond with **blue** icons on most Function keys as well as other keys.

FN & space bar: enlarges your view to read fine text and small details) then choose from system tray 130% & 170%.

FN & PgUp / FN & PgDn: reading light on / reading light off.

FN & Home / FN & End: adjusts screen brightness.

FN – F8: allows you to disable touchpad.

Control keys: control A [select all], control V [paste], control C [copy], control X [cut], control S [save], control P [print]

Shift & Delete: click once on the item you want to dispose of and then press shift and delete to delete the file permanently.

Windows Logo: pressing the Windows Logo key brings up start menu. This key is two keys to the left of the shift key.

Show Desktop icon: found on the bottom left-hand corner of your monitor display just to the right of the START bar. Click on this button to hide all open applications without having to hide them one at a time and displays your desktop.

PrtSc button captures / creates a bitmap image of everything being displayed on the monitor the moment the PrtSc button is depressed and puts in on the clipboard. The image can then be easily edited by pasting into the software called "**Paint**" (or any other installed photo editing software such as Photoshop) found within All Programs / Accessories / Paint.