

Macintosh Learning Center

--- Shell Weinberg
Laguna Woods Town Centre
Laguna Woods Village Community Center, 3rd floor
Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday

Reviewing Fundamentals & Basics: the four arrow keys on your keyboard

If you will take a close look at your keyboard you will notice a group of **4 arrow keys**, each showing a **small arrow**... pointing right, left, up, down.

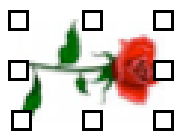


These keys can be very useful and offer users shortcuts and other user friendly functions. I believe they are generally overlooked and underused by most computer users... so I am going to talk about some ways I use them.

I am often involved in doing graphic design work and it is important that I be able to move images around with some precision. For example: Say I want to design a logo for a florist. First, select a font and set the name...

The Flower Shop

Now I want to add a flower to the design so I paste in:



(Note: Image must be showing **handles**.)

Using the **arrow keys**, I can precisely put the flower into position. I do this by moving the image **1 point** each time I press an arrow key, in any of the four directions.

(Note: Using **Pages** for this demonstration.)



When viewing most lists, or even icons showing in a **Finder window**, or on the **desktop**... **press an arrow key** to select one item at a time in a sequential order.

When working in word processing... you will find that **pressing an arrow key** will move the **Insertion point** to the right, left, up, or down.

Also, when in word processing... if you hold down the **shift key**, then **press an arrow key** the text will be **highlighted** accordingly, one character at a time or continuously. The next step would be to change the highlighted data to a different font, bold, italic, size, etc.

When working in a spreadsheet... you will find the **arrow keys** **move the highlighting** from one cell to another, in any direction.

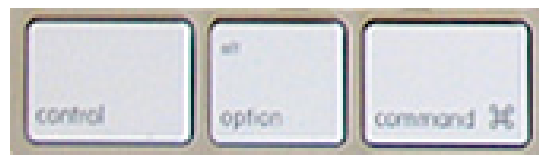
When filling in a form, **online** or regular, you will find **arrow keys** **will move highlighting** from one text entry box to another.

When **online** you will find that **up** and **down arrow keys** will scroll up and down on many website pages.

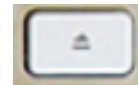


Tip for a **QUICK SHUT DOWN**...

using 3 fingers on the left hand, hold down these keys: **command option control**



... then press the **eject key** for an immediate **Shut Down**.



If you need help understanding information in this column, or would like a demonstration, please visit our Mac Learning Center and ask the Supervisor to explain. I am the Supervisor on Wednesday afternoons.