Lesson 5 Function Keys F1 – F12

Finally the "Function Keys" F1 to F12 explained to you what their uses are:



F1 – Opens the Help screen for almost every program.

F2 – Allows you to rename a selected file or folder.

F3 – Opens a search feature for an application that is active at the moment.

F4 – Alt + F4 closes the active window.

F5 – Allows you to refresh or reload the page or document window.

F6 – Moves the cursor to the address bar in most Internet browsers.

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F7 – Used to spell check and grammar check a document in Microsoft Apps (e.g. Word).

F8 – Used to access the boot menu in Windows when turning on the computer.

F9 – Refreshes a document in Microsoft Word and sends and receives emails in Outlook.

F10 – Activates the menu bar of an open application. Shift + F10 is the same as right clicking.

F11 – Enters and exits full screen mode in Internet browsers.

F12 – Opens the Save As dialog box in Microsoft Word.

Using your Function Keys doesn't have to be complicated or time-consuming.

Learning a few (or all) of these shortcuts could have you working a lot faster and far more productively.

Learning these will be a time-saver for you. Print the list out and put it where you can refer to them.

One last function that you should know is **NUM Lock**

Num Lock key is **used to convert part of the main keyboard to act as a numeric keypad** rather than letters. When enabled, NumLock lets you use the 7- 8 -9, u-i-o- j –k- l and m keys as a numeric keypad.

Questions

1. **What are the function keys used for?**

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2. What is F1, F6 and F12 for?

3. What is the NUMLock?

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