What are the F1 through F12 keys?

Commonly known as "function keys", F1 through F12 may have a variety of different uses or no use at all. Depending on the installed operating system and the software program currently open will change how each of these keys operate. A program is capable of not only using each of the function keys, but also combining the function keys with the ALT and/or CTRL keys, for example, Microsoft Windows users can press ALT + F4 to close the program currently active.

Below is a short-listing of some of the common functions of the functions keys on computers running Microsoft Windows. As mentioned above not all programs support function keys and/or may perform different tasks then those mentioned below.

F1

- Almost always used as the help key, almost every program will open the help screen when this key is pressed.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the Task Pane.

F2

- In Windows commonly used to rename a highlighted icon or file.
- Alt + Ctrl + F2 opens a new document in Microsoft Word.
- Ctrl + F2 displays the print preview window in Microsoft Word.

F3

- Often opens a search feature for many programs including Microsoft Windows.
- Shift + F3 will change the text in Microsoft Word from upper to lower case or a capital letter at the beginning of every word.

F4

- Open find window.
- Repeat the last action performed (Word 2000+)
- Alt + F4 will close the program currently active in Microsoft Windows.
- Ctrl + F4 will close 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 <u>Address bar</u> in <u>Internet Explorer</u> and <u>Mozilla Firefox</u>.
- Ctrl + Shift + F6 opens to another open Microsoft Word document.

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.

F8

- Function key used to enter the Windows startup menu, commonly use to get into Windows <u>Safe Mode</u>.

F9

- Opens the Measurements toolbar in Quark 5.0.

F10

- In Microsoft Windows activates the <u>menu bar</u> of an open application.
- Shift + F10 is the same as <u>right-clicking</u> on a highlighted icon, file, or Internet link.

F11

- Full-screen mode in all modern Internet browsers.

F12

- Open the Save as window in Microsoft Word.
- Shift + F12 save the Microsoft Word document.
- Ctrl + Shift + F12 prints a document in Microsoft Word.