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## The F1 to F12 Function Keys and their Usage

The "**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 than those mentioned below

### F1

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- 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.
- Opens the Task Pane – a window with options that opens to the right in an MS Office program

### F2

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- 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

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- 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

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- 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

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- 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

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- Move the cursor to the Address bar in Internet Explorer and Mozilla Firefox.
- Ctrl + Shift + F6 opens to another open Microsoft Word document.

### F7

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- 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.

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- *Turns on Caret browsing in Mozilla Firefox.*

**F8**

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- *Function key used to enter the Windows startup menu, commonly use to get into Windows Safe Mode.*

**F9**

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- *Opens the Measurements toolbar in Quark 5.0.*

**F10**

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- *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.*

**F11**

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- *Full-screen mode in all modern Internet browsers.*

**F12**

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

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