

## Function buttons on the keyboard

F1 - The F1 key's most popular use is as a request for help, which applies on almost every device.

F2 - The F2 key is used to rename a highlighted icon, file or folder across all recent versions of Windows.

If you have Microsoft Excel open, it will edit the active cell.

F3 - The F3 key has a wide variety of functions. Perhaps the most commonly used one is for selecting the search bar when on the desktop. It can also open the search function from the File Explorer.

F4 - The F4 opens the address bar in the File Explorer and most browsers.

F5 - F5's most common function is refresh the current web page, which applies across all modern browsers

In Microsoft Word, one tap of the F5 key will open the 'Find and replace' window. In PowerPoint, it will start the slideshow from the beginning.

F6 - F6 moves the cursor over the address bar in most modern browsers, making it easy to locate

F7 - Many Microsoft app (including Word, PowerPoint and Outlook) use the F7 key as a shortcut for the built-in spelling and grammar check.

F7 can be used to turn on Caret Browsing (where a cursor is added to webpages for text selection using only the keyboard).

F8 - The F8 key is commonly used before a Windows PC starts to let you access advanced startup modes – you may have to press it a few times for it to work. That's where you'll find the option to start Windows in Safe Mode.

It can also be used to access the 'Find and Replace' window in Windows' TextPad app.

F9 - When using Microsoft Word, F9 will refresh your document. It also triggers Microsoft Outlook to 'Send and Receive' any outstanding emails.

F10 - The F10 key will open the menu bar or similar options within most open Microsoft apps

F11 - F11 is the most common way to toggle fullscreen mode on and off in most modern web browsers. This also works on some pre-installed Windows apps.

Some PCs use just F11 to access the hidden recovery partition, while others combine it with the Ctrl key.

F12 - F12 can also be used to open developer tools in many web browsers, as well as to access a list of bootable devices if pressed before the device boots up.

The F12 key has a wide range of functions on Microsoft Word. On its own, the 'Save As' window will open, but Ctrl + F12 will open a document from File Explorer. Shift + F12 acts in the same way as Ctrl + S to save the document, while Ctrl + Shift + F12 will print a document with the default settings.

Generic Microsoft keyboard page with shortcuts - <https://support.microsoft.com/en-us/windows/using-your-keyboard-18b2efc1-9e32-ba5a-0896-676f9f3b994f>

Keyboard mapper in Microsoft Power Toys utilities - <https://learn.microsoft.com/en-us/windows/powertoys/>

### [Shortcut Keys for Mac and PC](#)

Shortcut keys and there are LOADS of them and so here is a link to a large listing of windows:

<https://technastic.com/windows-10-keyboard-shortcuts/>

Mac shortcuts:

<https://technastic.com/mac-keyboard-shortcuts-symbols-pdf/>

Genuine Microsoft list of shortcuts:

<https://support.microsoft.com/en-us/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec>

## Browser cache clearing:

Chrome Delete Specific Cookies:

- On your computer, open Chrome .
- At the top right, click More Settings .
- Click Privacy and security. Cookies and other site data.
- Click See all site data and permissions.
- At the top right, search for the website's name.
- To the right of the site, click Remove .
- To confirm, click Clear.

## Question about moving an email account:

Broadband provider : Plusnet

Email provider : Plusnet

Email app : Outlook

The email account above was set up as a joint account with my partner.

However, we have split up and I now have mobile broadband only.

I'd like to have my own email account which means moving it to another email provider?

I have a lot of emails stored in Outlook so I would be looking to continue using it.

Not sure whether I could keep my existing email address as it's a joint account.

Nervous about losing my Outlook data and not quite sure how to proceed.

Options:

1. If you want to retain your email service after your account is closed, you must advise Plusnet before the account is closed. There used to be a charge for email only accounts, but they are now free of charge. Resurrecting an account as email only requires manual intervention from both yourself and Plusnet.

2. If it's a joint account do you really want to keep using it or were you the main user of the email account anyway?

TOP TIP - ALWAYS HAVE YOUR OWN EMAIL ADDRESS AND DON'T SHARE AN EMAIL AS IT CAN POTENTIALLY CAUSE A PROBLEM.

3. Get a free Gmail or Hotmail account and start afresh or even forward all emails from old Plusnet email to a new email and then you can filter out your exs emails and let all your freinds/colleagues know you new email address.

## Watching Mirthy events

I am trying to watch Mirthy full screen on a TV using Air Play.

Airplay works fine, but the menu bars, etc are visible on the TV.

1 What is the best way to go Full Screen?

A. Make sure you are watching full screen on your ipad so it's replicated full screen on your TV

B. You may need to use the Zoom option on your TV's settings, but may need to experiment

## Multiple accounts on teams and deleting some old ones

<https://support.microsoft.com/en-au/office/sign-out-or-remove-an-account-from-teams-a6d76e69-e1dd-4bc4-8e5f-04ba48384487>

## Antivirus and Spyware scanning

You should only have one antivirus on your computer, but you can use a spyware scanner as well.

The two main spyware scanners are:

Spybot - <https://www.safer-networking.org/>

Malwarebytes - <https://www.malwarebytes.com/>

A good priced full suite antivirus that I would recommend is Bitdefender Total Security £27.99 -  
<https://www.bitdefender.co.uk/media/html/consumer/new/2020/cl-offer-opt/?pid=60off>

[How to speed up my PC as it seems to get slower and slower!](#)

<https://uk.pcmag.com/migrated-3765-windows-10/4769/12-simple-tweaks-to-speed-up-windows-10>