

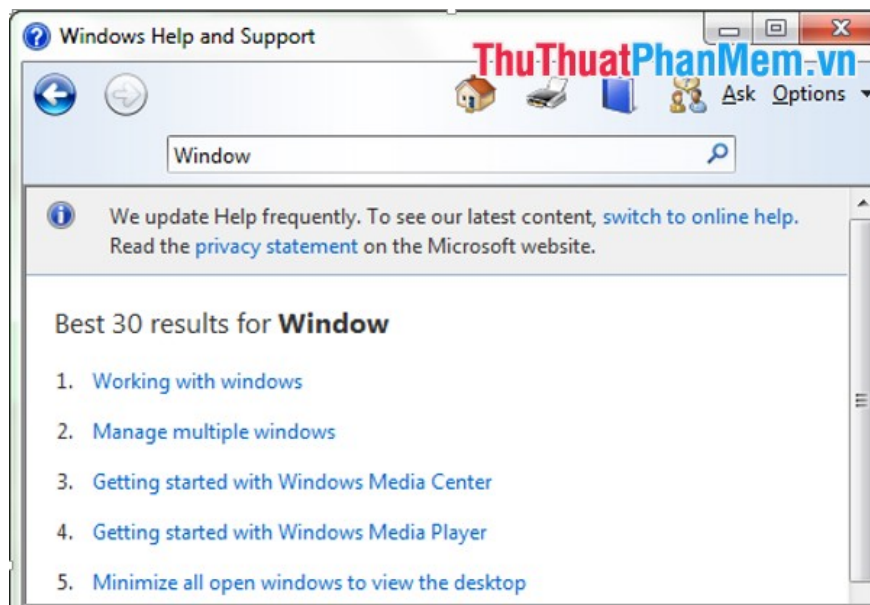
# Function of keys from F1 -F12

If you work with computers often, the use of shortcuts will save time and increase work efficiency, but not everyone knows all the useful shortcuts F1 to F12 on the computer keyboard.

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## 1. F1 key function

- A help key for all applications. Press **F1** Help window displays:



- Use the **BIOS** of some computers.

- Display the **Task Pane** press **Ctrl + F1** (when you are in Window Explorer).

## 2. F2 key function

- Rename the file or folder. For example, rename a folder, select the folder and press **F2** -> just type the folder name.

- Open a text file in MS Word: Press the key combination **Alt + Ctrl + F2** .

- Open the preview file before printing: Press **Ctrl + F2** .

### 3. F3 key function

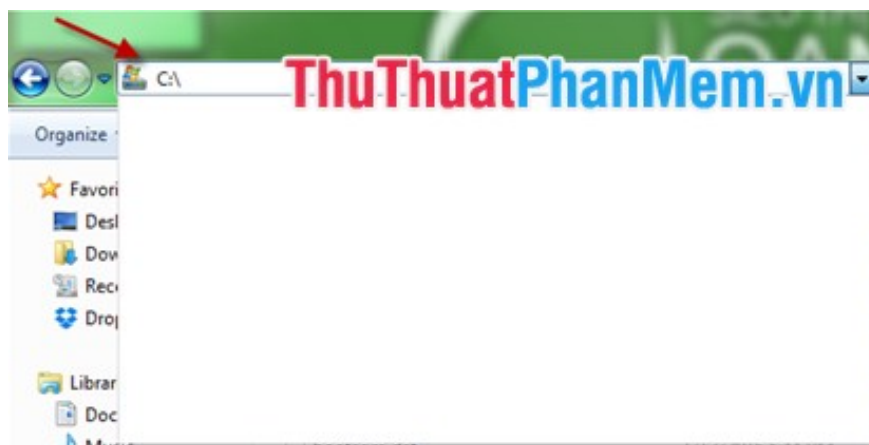
- Open the file search feature in the computer, press **F3** .

- Open advanced search feature in Microsoft Outlook: Press **Windows** key + **F3** .

- Change the format between uppercase and lowercase letters in MS Word press **F3** .

### 4. F4 key function

- Open the address bar in Windows Explorer or Internet Explorer and press **F4** .



- Close / open the current window: Press the key combination **Ctrl + F4** .

- Close the windows in Window: press the key combination **Alt + F4** . Instead of clicking the **X** of the window, simply press **Alt + F4** .

### 5. F5 key function

- Used to Refresh or Reload the current page in Windows.

- Rearranging folders in the computer.

- Start a slideshow in PowerPoint.

### 6. F6 key function

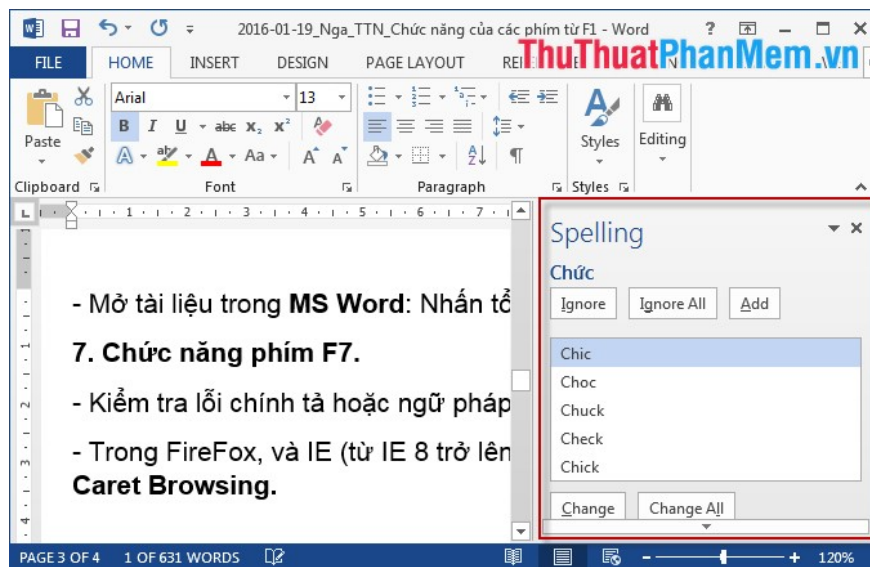
- Highlight the address bar on browsers To switch to another page, simply press **F6** and type a new address name. When pressing the **F6** key, the address bar is highlighted:



- Open a document in MS Word: Press **Ctrl + Shift + F6** .

## 7. F7 key function

- Check for spelling or grammar errors in MS Word. When pressing the **F7** key, the Spelling function is displayed.



- In FireFox, and IE (from IE 8 and above): **F7** is responsible for turning off (on) the Caret Browsing function.

## 8. F8 key function

- Help the computer boot in safe mode (usually in Sade Mode).

## 9. F9 key function

- There is no special function but in some applications when pressing **F9** there is help, displaying some important words in the application.

## 10. F10 key function

- Display application menu bar.

- Replace the Right Click operation of the mouse.

- Some computers when pressing **F10** displays information in the BIOS.

## 11. F11 key function

- Open the application window in the state of Full Screen.
- With some computers (Emachines, GateWay, Lenovo) when pressing **F11** to access Recovery.
- Hide open windows on Windows.
- For Mac OS 10.4 or higher, when pressing **F11**, hide the windows showing the main screen.

## 12. F12 key function

- Open the **Save As** dialog box in Word.
- With some computers supporting the **Boot Menu** .
- Print documents in Word: press **Ctrl + Shift + F12** .
- Check elements on browsers.

Also with some laptops the function keys combine with the **Fn** key with the function written in the image on the function key.

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