

# What is the function of the F1 to F12 keys on Windows?

Main functions of the keys F1, F2, F3 .... F12 on Windows operating system? Share experiences using useful function keys on the computer

On a standard keyboard of a computer, it is indispensable to lack function keys such as F1, F2, F3... . F12, ESC, Tab... So do you know what the main effects of these keys are for? are not ? Yes ! A very "basic" question for those of you who have been using computers for a long time, but I think it is a pretty good question for those who are new to computers.

## I. Main functions of the keys F1, F2, F3, F4.... ?



### 1. F1 key help?

1. The F1 key is designed to open the Help window, also known as the help window, the Windows manual and other software that you have installed on your Windows computer.
2. It is in the process of using Windows, but in the rescue of the computer, the F1 key is sometimes a shortcut to access the BIOS of some computers.
3. For Windows XP, in some cases when you start your computer, you must press F1 to access the Windows operating system.
4. If you are working with Windows Explorer window, Ctrl + F1 will help you hide / show Task Pane.

=> This F1 key, common users will rarely use it because they rarely enter the BIOS environment, even many of you do not know what BIOS does.

And using the F1 key to open the Help window to view the manual is even less difficult, because the instruction language is English, so it will not be understood.

## **2. What does the F2 key do?**

1. For the F2 key the usage will be more frequent. For example, you can use the F2 key to rename files , folders... quickly. I often use the F2 key to replace the Rename feature of the right mouse menu .
2. Used as a key combination such as Ctrl + F2, this key combination works to preview print (Preview mode) in Word, Excel . or Alt + Ctrl + F2 to find and open files in Word .
3. In addition, some computers also use the F2 key to enter the BIOS, Menu BOOT of windows

## **3. What is the F3 key for?**

1. F3 key works to redo the last command in MS Dos or cmd window (Windows Command Line)
2. You can press the Windows + F3 key combination to search Windows, Outlook or search on web browsers .
3. Use the Shift + F3 key combination to change the text format (uppercase, lowercase) on MS Word.
4. In addition, some computers also use the F3 key to enter the BIOS, the BOOT Menu of windows.

## **4. What is the F4 key for?**

1. Use the F4 key to hover the mouse pointer over the Windows Explorer address bar
2. In addition, the F4 key is used in conjunction with another key on the keyboard to create a key combination such as Alt + F4, you use this key combination to quickly turn off the current window or open the door. Shutdown window on computer .
3. Some computers also use the F4 key to enter the BIOS, the BOOT Menu of windows

## **5. The F5 key reloads the page**

1. This F5 key is also used quite a lot and often. On a web browser, the effect F5 Reload the site, even if outside the desktop, the effect F5 Refresh (refresh) the path of the icon of icons.
2. If you regularly present articles in PowerPoint, the F5 key will be used a lot. The F5 key in PowerPoint enlarges the entire screen for a presentation. Not relevant but you can use the ESC key to get out of this mode.
3. Some computers also use the F5 key to enter the BIOS, the BOOT Menu of windows.

## **6. What is the F6 key on the keyboard?**

1. F6 key works to highlight the entire address bar on Windows Explore or web browsers.
2. Or you can press Ctrl + Shift + F6 to quickly open the transcoding ( font conversion ) window of Unikey.
3. Some computers also use the F6 key to enter the BIOS, the BOOT Menu of windows.

## **7. The F7 key is useless**

1. This F7 key is less commonly used, but talking about its main function is to help you check spelling and grammar errors on documents such as Word, Outlook.... You can use it for English documents, but Vietnamese is not very effective.

2. Some computers also use the F7 key to enter the BIOS, Menu BOOT of windows.

### **8. What is the F8 key for?**

1. The F8 key is born to perform the task of saving the computer, you can use the F8 key to access the Windows Safe mode to fix the error.
2. Some computers also use the F8 key to enter the BIOS, the BOOT Menu of windows.

### **9. The F9 key has little effect**

1. The F9 key has little effect, even the keystrokes are rarely associated with this key.
2. Some computers also use the F9 key to enter the BIOS, the BOOT Menu of windows.

### **10. What is the F10 key for?**

1. The F10 key is used to display the shortcuts on the menu bar of the current window, which has the same functionality as the ALT key on a keyboard. You can open ThisPC (My Computer) and try it now to make it easier to visualize.
2. The Shift + F10 key combination also has the function of displaying the right-click menu, this feature is the same as when you right-click.
3. Some computers also use the F10 key to enter BIOS, Menu BOOT or the Recovery mode of windows.

### **11. The F11 key enlarges the full screen**

1. When you open the web browser, the F11 key enlarges the full screen, and if you want to exit this mode, use the ESC key on your keyboard.
2. Some computers also use the F11 key to enter BIOS, Menu BOOT or the Recovery mode of windows.

### **12. What is the F12 key for?**

1. In the process of working with Word text files, the F12 key opens the Save as window to save the text.
2. The key combination Ctrl + Shift + F12 supports printing Word documents, while Shift + F12 can save Word documents.
3. In addition, there is a function that people code they often use on the web browser that is to view the source code, edit information or in other words, fake the information of a very professional page.
4. Some computers also use the F12 key to enter BIOS, Menu BOOT or the Recovery mode of windows.

Note: Also, for the Laptop keyboard, the keys F1.... The F12 are both useful function keys when combined with the Fn key.

Depending on each Laptop line and the layout of the manufacturer's functions, each of these keys has its own feature.

For example, my DELL, the key combination Fn + F2 to decrease the volume, Fn + F3 to increase the volume, Fn + F1 to mute . .

## **II. conclude**

That is the main function of the keys F1, F2, F3... F12 on Windows operating system. The information is not new but it will make it easier for you to use the computer.

Hope the article will be useful to you, wish you success!

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