

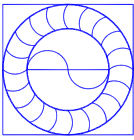
## WINDOWS QUIZ

Check your knowledge of basic Windows productivity shortcuts required to function efficiently.

1. What keyboard shortcut will rapidly activate Windows Explorer?
  - a.  F
  - b.  E
  - c.  TAB
  - d.  R
  - e.  M
2. Match up the following very important Windows keyboard editing shortcuts.

|               |                                 |
|---------------|---------------------------------|
| a. CUT        | <input type="checkbox"/> Ctrl Z |
| b. COPY       | <input type="checkbox"/> Ctrl V |
| c. PASTE      | <input type="checkbox"/> Ctrl X |
| d. SELECT ALL | <input type="checkbox"/> Ctrl C |
| e. UNDO       | <input type="checkbox"/> Ctrl A |
3. Which windows keyboard shortcut allows you to capture a window (vs. a full screen) to the windows clipboard?
  - a.  Ctrl H
  - b.  R
  - c.  PrtSc
  - d.  ALT PrtSc
  - e.  Ctrl A
4. Which function key allows you to quickly RENAME a Windows object (file, icon, etc.) ?
  - a. F1
  - b. F10
  - c. F3
  - d. F2
  - e. F4
5. Which Windows keyboard shortcut rapidly activates the Windows FIND FILES utility?
  - a.  F
  - b.  E
  - c.  TAB
  - d.  R
  - e.  Ctrl F
6. Which keyboard shortcut is used to REFRESH a Window or List?
  - a.  F
  - b.  L
  - c.  F5
  - d.  R
  - e.  Ctrl F
7. Which keyboard shortcut is used to CLOSE the current window?
  - a.  C
  - b.  L
  - c.  Ctrl F5
  - d.  E
  - e.  ALT F4
8. Which 2 keyboard shortcuts can be used to toggle between multiple open documents?
  - a.  O
  - b.  D
  - c.  Ctrl F6
  - d.  T
  - e.  Ctrl Tab

The answers to all these shortcut-related questions and **MANY** more, that will truly **boost your productivity**, can be found on **EKHO Strips** for Windows.



# THE EKHO INSTITUTE



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## WINDOWS QUIZ

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How many Windows workstations in your organization?

Which version of Windows are you using

at home at work now?

XP 2000 98 95 Other \_\_\_\_\_

Which version of Windows do you think you will be using

at home at work 12 months from now?

XP 2000 98 95 Other \_\_\_\_\_