

Here's the answer to the mystery of those F keys. You'll be surprised by how much they can do.

F1

- Opens help menu when pressed with Windows button
- Hides/displays ribbon menu in Excel and Word when hit with Control button

F2

- Alt + Ctrl + F2 opens Document Library in Microsoft Office
- Allows you to edit the selected folder or file name in Windows Explorer

F3

- Opens search feature in Windows Explorer
- Shift + F3 lets you change from lowercase to uppercase to all caps in Word
- Opens find feature in Firefox and Chrome

F4

- Alt + F4 closes window
- Places the cursor in the address bar in Explorer

F5

- Starts slideshow in PowerPoint
- Refreshes Internet browser pages
- Opens Find and Replace in Microsoft Office

F6

- Goes to the next page in a split screen in Microsoft Word
- Ctrl + F6 lets you easily switch between Word documents

F7

- Alt + F7 does a spelling and grammar check in Microsoft Word
- Shift + F7 open Thesaurus in Microsoft Word

F8

- In Excel, enables extend mode for arrow keys
- Enables safe mode in Windows

F9

- Ctrl + F9 inserts empty fields into Word
- Updates fields in Word

F10

- Opens menu bar
- Ctrl + F10 maximizes window in Word
- Shift + F10 does the same thing as a right click

F11

- Exits and enter full screen mode in browsers
- Shift + F11 adds a new spreadsheet in Excel

F12

- Opens Save As in Word
- Shift + F12 saves Word document
- Ctrl + F12 opens Word document