

# Appendix A - Windows™ Tips & Tricks

There are many useful shortcuts and skills for Microsoft Windows™ that work well inside *Auction!* We included some of these here as a convenient reference for you.

Beyond these tips, we strongly encourage you to have a general introduction to Windows™ book for reference, such as the Windows for Dummies™ series, or another choice. Some people prefer onscreen Windows™ help; others prefer having a paper manual in which you can highlight sections, make notes and place bookmarks.

Shortcut	Description
Home	Moves to first record (beginning of file) when cursor has been clicked in a Name, Item or Transaction List.
End	Moves to last record (end of file) when cursor has been clicked in a Name, Item or Transaction List.
Return or Enter	Executes the highlighted command button. This button will have a darker border and a dashed border on the surface.
ESC key	Escape, or Cancel, the current screen or action.
Page Up	Scrolls selected list up one screen.
Page Down	Scrolls selected list down one screen.
Tab	Moves forward to the next field or command button. Sequences are predefined.
Shift + Tab	Moves backward to the previous field or command button.
CTRL + X	Cuts the selected (highlighted) text from the screen and places it on the Windows clipboard.
CTRL + C	Places a copy of the selected text on the Windows clipboard.
CTRL + V	Pastes the contents of the Windows clipboard at current cursor location.
UP and LEFT arrow keys	Moves backwards through a list of options, such as item status buttons on data entry forms. Moves left or up inside text windows.
DOWN and RIGHT arrow keys	Moves forward through a list of options on data entry forms. Moves right or down inside text windows.
Spacebar	Selects or deselects a check box.

