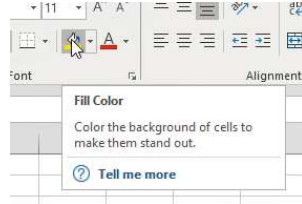# Tooltips and Shortcut Keys

What are 'tooltips'?

These are small boxes that are displayed when you hover your cursor over items such as button in the toolbar or ribbon. They generally provide information as to what the button does.

What are 'shortcut keys'?

'Shortcut Keys' are keyboard commands that allow you to perform certain functions, often quicker than using the mouse to navigate through the various ribbons.
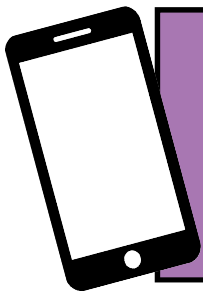
Shortcut keys will normally be written in the format 'Ctrl + X' which means you should press <Ctrl> (Control) and <X> together.

Shortcut key commands generally vary from program to program. Some, however, are standard across many programs including those for:

- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>

If a shortcut is available for a menu option it is usually listed in the tooltip if you hover your cursor over the button in the ribbon.

For help and assistance call the ICT Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk