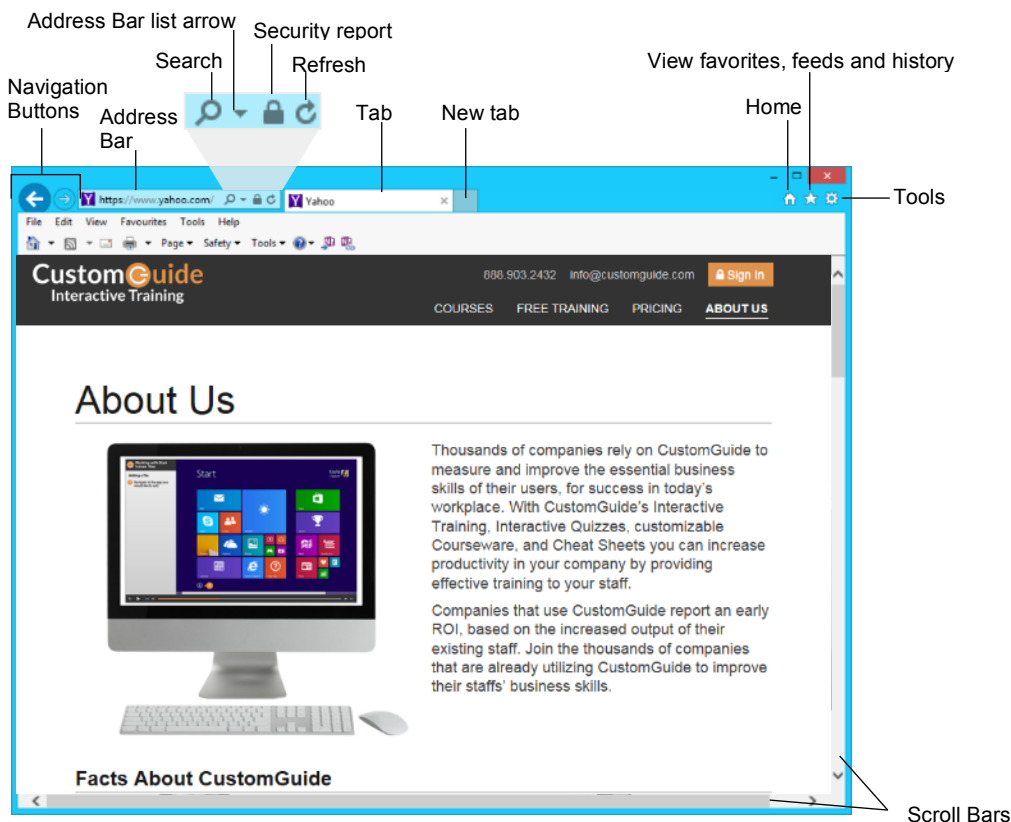


## Quick Reference Card

Customizable Training Materials

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### Internet Explorer 11 Window



### Keyboard Shortcuts

#### General

New Window	<Ctrl> + <N>
New Tab	<Ctrl> + <T>
Close Window/Tab	<Ctrl> + <W>
Open link in New Tab (Foreground)	<Ctrl> + <Shift> + click
Open link in New Tab (Background)	<Ctrl> + click
Select Address Bar	<Alt> + <D>
Find	<Ctrl> + <F>
Print	<Ctrl> + <P>
Select All	<Ctrl> + <A>
Zoom In	<Ctrl> + <+>
Zoom Out	<Ctrl> + <->
Full Screen Mode	<F11>
Help	<F1>
Add Favorite	<Ctrl> + <D>
Refresh	<F5>
Stop	<Esc>

#### Navigation

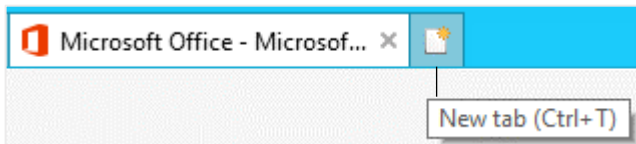
Next item	<Tab>
Up one screen	<Page Up>
Down one screen	<Page Down>
Home	<Alt> + <Home>
Tools	<Alt> + <X>
Favorites	<Alt> + <C>
View Address Bar	<F4>
History	
Go Forward	<Alt> + <+>
Go Back	<Alt> + <->
Switch to previous Tab	<Ctrl> + <Shift> + <Tab>
Switch to next Tab	<Ctrl> + <Tab>
Add "www." and ".com" to text in Address Bar	<Ctrl> + <Enter>

### The Fundamentals

- A **web address**, also known as a URL (Uniform Resource Locator) is made up of two main parts:
  - ✓ **http://** (Hypertext Transfer Protocol): the set of rules for exchanging files on the World Wide Web.
  - ✓ **Domain name**: the unique name that identifies a specific site on the web.
- **To Open a Web Page**: Click the **Address Bar** and type the address of the Web page. (You can also press <Alt> + <D> to select the Address Bar.)
- **To Open a Hyperlink**: Click the hyperlink on the Web page.
- **To Open a Hyperlink in a New Tab**: Press and hold <Ctrl> while clicking on the hyperlink.
- **To Refresh a Web Page**: Press <F5>, or click the **Refresh** button on the Address Bar.
- **To Stop (a loading page)**: Press <Esc>.
- **To Go Back to a Page**: Click the **Back** button, or press <Alt> + <->.
- **To Go Forward a Page**: Click the **Forward** button, or press <Alt> + <+>.
- **To Search the Web**: Click the **Search** button in the Address Bar, type a keyword or term in the **Address Bar** and press <Enter>.
- **To Change the Search Provider**: Click the **Address Bar list arrow** in the **Address bar** and select the provider you wish to use from the row of icons along the bottom of the menu.
- **To Add a Search Provider**: Click the **Address Bar list arrow** in the **Address Bar**. Click **Add** and follow the onscreen instructions.
- **To Use AutoComplete in the Address Bar**: Start typing the URL of the page you want to open. A list of previously typed addresses appear below the **Address bar**. Use the down arrow, or the mouse to select an address from the list.
- **To View the Menu Bar**: Right-click an empty area of a toolbar and select **Menu Bar** from the contextual menu.
- **To Go Forward or Back to a Specific Page while Browsing**: Right-click the **Back** or **Forward** buttons and select a web page from the contextual menu.
- **To Open a Recently used URL**: Click the **Address Bar list arrow** and select a web page from the list.



## Tab



Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.

- **To Open a New Tab:** Press **<Ctrl> + <T>**, or click the **New Tab** button to the right of the active tabs.
- **To Open a Duplicate Tab:** Press **<Ctrl> + <K>**, or right-click the tab you wish to duplicate and select **Duplicate tab** from the contextual menu.
- **To Open a Link in a New Tab:** Press **<Ctrl>** and click the link you want to open.
- **To Open a Link in a New Tab (Foreground):** Press **<Ctrl> + <Shift>** and click the link you want to open.
- **To Close a Tab:** Click the **Close Tab** button on the tab, or press **<Ctrl> + <W>**.
- **To Close All Tabs:** Press **<Alt> + <F4>** and click the **Close all tabs** button.
- **To Close the Current Tab:** Press **<Alt> + <F4>** and click the **Close current tab** button.
- **To Close All Other Tabs:** Right-click a tab and select **Close other tabs** from the contextual menu.
- **To Reopen a Closed Tab:** Press **<Ctrl> + <Shift> + <T>**, or right-click a tab, select **Recently closed tabs** and select a web page from the list.
- **To Switch Between Tabs:** Click the tab you want to view. Or, press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab.
- **To Show Tabs on a Separate Row:** Right-click a tab and select **Show tabs on a separate row** from the contextual menu.

## Home and Tools

Your Home page is the page that appears whenever Internet Explorer is launched.

- **To Go to the Home Page:** Click the **Home** button, or press **<Alt> + <Home>**.
- **To Add or Change the Home Page:** Make sure the web site(s) is open in the browser. Click the **Tools** button and select **Internet options**. On the General tab in the Home page section click the **Use current** button. Click **OK**.
- **To Remove a Home Page:** Click the **Tools** button and select **Internet options**. Delete the web page you want to remove from the Home page section and click **OK**.
- **To Pin a Web Page to the Taskbar:** Click and drag the web page tab onto the Windows Taskbar.
- **To Launch a Web Page Pinned to the Taskbar:** Click the web page icon on the Taskbar. The web page appears in the Internet Explorer window.
- **To Get Help:** Press **<F1>** to open the Help window, type your question and press **<Enter>**.
- **To Zoom In or Out on a Web Page:** Click the **Tools** button, select **Zoom**, and select an option. You can also press **<Ctrl> + <+>** to zoom in, press **<Ctrl> + <->** to zoom out.
- **To View the Page at 100%:** Press **<Ctrl> + <0>**.
- **To Increase Text Size:** Click the **Page** button on the **Command Bar**, hover your mouse pointer over **Text size** and select an option from the list.
- **To View Internet Explorer in Full Screen:** Press **<F11>**, or click the **Tools** button, select **File** and click **Full screen**.
- **To Print a Web Page:** Press **<Ctrl> + <P>**, or click the **Tools** button, point to **Print** and click **Print...**
- **To Print Preview:** Click the **Tools** button, hover your mouse pointer over **Print** and click **Print preview...**
- **To Find Text on a Page:** Press **<Ctrl> + <F>**, or click the **Tools** button, hover your mouse point over **File** and select **Find on this page**.



## Favorites, Feeds and History

- **To View and Open Favorites:** Click the **View favorites, feeds, and history** button, or press **<Alt> + <C>**. If necessary, click the **Favorites** tab. Select a favorite to open it in the current tab. To open the favorite in a new tab, hover your mouse pointer towards the far right side of the favorite and click the **arrow** button that appears.
- **To Add a Favorite:** Open the page you want to add as a favorite and press **<Ctrl> + <D>**, or click the **View favorites, feeds, and history** button and click **Add to favorites**.
- **To Add a Tab Group to Favorites:** Click the **View favorites, feeds, and history** button, click the **Add to favorites** button list arrow, and select **Add current tabs to favorites....** Enter a folder name for the tabs and click **Add**.
- **To Organize Favorites:** Click the **View favorites, feeds, and history** button, click the **Add to Favorites** button list arrow, and select **Organize favorites....**
- **To Add a Favorite in a New Folder:** Open the page you want to add as a favorite and press **<Ctrl> + <D>**, or click the **View favorites, feeds, and history** button and click **Add to favorites**. Click the **New Folder** button, enter a name for the new folder and click **Create**. Now click **Add**, the selected page will be added to the new folder in your favorites.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the RSS Feed icon on the **Command Bar** will appear orange.) Click the **View feeds on this page** button.
- **To View RSS Feeds:** Click the **View favorites, feeds, and history** button and click the **Feeds** tab. Click a feed to view its updates.
- **To View History:** Press **<Ctrl> + <Shift> + <H>**, or click the **View favorites, feeds, and history** button and click the **History** tab. Click a time frame or click the **View By** list arrow to change how history is viewed.
- **To Clear History:** Click the **Tools** button and select **Internet options**. Click **Delete...** under Browsing history, or click the **Tools** button, hover your mouse pointer over **Safety** and click **Delete browsing history....**
- **To Pin the Favorites Center to the Window:** Click the **View favorites, feeds, and history** button and click the **Pin the Favorites Center** button.

