



## SUBJECT: **Ergonomics**

RECIPIENTS: All Council Services (including schools)

ISSUE DATE: REF:

Dec 2011

HSB10



## Driving Ergonomics



Please use the links below for further information and guidance on a range of issues associated with driving, including, car selection, working from the car, seat adjustment and assessing and managing risk.

[Driving Ergonomics Home Page](#)

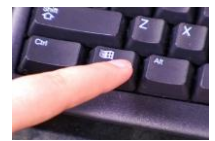
[Take the pain out of driving](#)

[Driving position and posture guide](#)

[Vehicle ergonomics and best practice](#)



## Keyboard Short Cut Keys



Many DSE users find it easier and less strenuous on wrists and arms using the keyboard rather than the mouse, if you want to reduce the amount of time you have to use a mouse please find attached [short cut keys](#) information you may find useful that can be used for Microsoft Office and other PC/Laptop applications.

For further information and guidance on Display Screen Equipment please see

[G13 – DSE policy](#)

## SHORT CUT KEYS

	Function	Shortcut		Reversible
1	Shrink Font	Control+ Shift+	<	
2	Increase Font	Control+ Shift+	>	
3	Shrink font 1 point	Control+	[	
4	Increase font one point	Control+	]	
5	Shrink selection	Shift+	F8	
6	Extend selection	Window key	F8	
7	All Capital	Control+ Shift+	A	yes
8	All small capitals	Control+ Shift+	K	yes
9	Apply List Bullet	Control+ Shift+	L	
10	Change case	Shift+	F3	
11	Delete back word	Control+	Backspace	
12	Delete word	Control+	Delete	
13	Double underline	Control+Shift+	D	yes
14	Next Window	Control+	F6	
15	Print Preview	Control+	F2	yes
16	Select all	Control+	A	
17	Space Para 2	Control+	2	
18	Undo	Control+	Z	
19	Close current document	Control+	W	
20	Highlight characters	Shift+	Arrow key	yes
21	Highlight word	Shift+control+	Left & Right arrows	yes
22	Highlight to end of para	Shift+control+	Up & Down arrows	yes
23	Move one word at a time	Control+	Arrow key	
24	Move to next application	Alt+Tab		
25	Minimise all open applications	Windows+	M	
	<b>Select text and apply</b>			
	Copy	Control+	C	
	Cut	Control+	X	
	Paste	Control+	V	
	Bold	Control+	B	
	Underline	Control+	U	
	Italics	Control+	I	
	Justify	Control+	J	
	Centre	Control+	E	
	Left align	Control+	L	
	Right align	Control+	R	

**If you require further assistance or clarification on the subject please contact:**

Alison Gibson – Corporate Back Care Advisor