

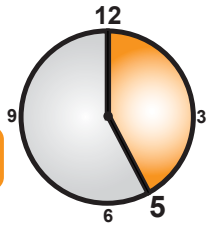
Shortcut Keys are 2x times faster!

Introduction mouse versus keyboard

What causes the inefficiency of working with a computer mouse? Answer: the amount of unnecessary actions! We divide these unnecessary actions in three main groups:

1. Actions to activate commands (Print, Bold, Format text, etc.)
2. Actions (interaction) between mouse and keyboard
3. Actions that need (consume) concentration and time

How fast are Shortcut keys?



5 hours gain/week according to Table 1



1. Activate commands: No more need of searching for the cursor, no more mouse aiming and clicking => With shortcut keys you can activate commands directly by pressing key combinations.

2. Interaction between mouse and keyboard: To activate commands you need to aim and click with your mouse, to type text or data you need to use your keyboard. Therefore you are constantly changing between your mouse and keyboard => The number of changes are minimized with using shortcut keys!

3. Concentration: Try to select a single sentence with your mouse. Most people do not succeed in one go and need to try it again. Think about the amount of stress (mind and body) that is needed for this very simple action => Shortcuts keys will give you the possibility to do these kind of actions by pressing only one or two keys. Far less concentration is necessary!

See the advantage!

In the following columns we show the results of the two working methods (Mouse and Shortcut Keys) with common actions done in MS Word and MS Outlook. In this way it is easy to see that Shortcut Keys work more than two times faster.

Efficiency	
Company	 www.ergobar.nl
Model	Shortcut Keys
High Efficiency	 A
Gain per year	120 hours a year <small>Based on 30 e-mail actions per day / 240 working days a year</small>
Fast	>2x <small>How many times are Shortcut Keys faster than the Mouse? (average)</small>

MS Outlook

Common actions in MS Outlook
(for details see appendix A):

- Change between INBOX/Calendar
- Read E-mail
- Reply to E-mail
- Move E-mail to Folder
- Write new E-mail
- Attachment

By Mouse

Number of actions: **44 actions**
Duration (total): **2,06 minutes** (123 seconds)

With Shortcut Keys

Number of actions: **27 actions**
Duration (total): **0,99 minutes** (59,5 seconds)

Results: $2,06 / 0,99 = 2,08$ (More than twice as fast!)

Time gain per day / per week

We have chosen for actions that are common during a normal working day. Check it yourself => How many times a day do you make these actions (see common actions above)?

In the Table below you can check your potential time gain when you work with Shortcut Keys!

E-mail actions (According to the actions above)	Gain per day	Gain per week
30	30 minutes	2,5 hours
60	1 hours	5 hours
80	1,2 hours	6 hours
100	1,4 hours	7 hours

MS Word

Common actions in MS Word
(for details see appendix B):

- Open recent files/documents
- Go to your last visited place in document
- Select the second sentence from a paragraph
- Edit Text (bold, italic, size)
- Select the next sentence
- Delete the sentence
- Select the whole paragraph
- Cut and Paste
- Go back to the Cut place
- Type new text "..."
- Save the document
- Print the present page
- Close the document

By Mouse

Number of actions: **37 actions**
Duration (total): **2,32 minutes** (139 seconds)

With Shortcut Keys

Number of actions: **20 actions**
Duration (total): **1,08 minutes** (64,5 seconds)

Results: $2,32 / 1,08 = 2,15$ (More than twice as fast!)



Shortcut Keys are 2x times faster!

Appendix A

Mouse actions: MS Outlook

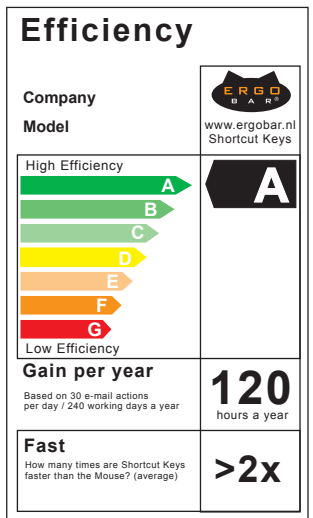
Read, move and write E-mails

Nr.	Action	Operation	Mouse clicks	Time (in sec.)
1	Switch from Calendar to INBOX	Get mouse		1,1
2		Move mouse to INBOX	1	2,1
3	Select INBOX	Selecteren map Postvak IN	1	0,3
4	Open e-mail	Move mouse to e-mail	2	3,9
5	Read e-mail	Move mouse to scroll bar	1	1,2
6		Scroll with mouse / read		6,3
7	Answer e-mail	Get mouse		1,1
8		Move mouse to Reply button	1	2,6
9		Release mouse		1,0
10	Type answer	Type answer		10,7
11	Send e-mail	Get mouse		1,1
12		Move mouse to Send button	1	2,4
13	Close original e-mail	Move mouse to red cross sign	1	2,8
14	Move e-mail	Get mouse		1,4
15		Select e-mail	1	2,1
16		Drag e-mail to folder (Aim well!)		8,3
17		Release mouse button		
18	Go back to Calendar	Get mouse		1,1
19		Move mouse to Calendar	1	3,3
20	Write new e-mail	Get mouse		1,1
21		Move mouse to INBOX	1	2,5
22		Mouse mouse to New button	1	2,6
23		Release mouse		
24	Fill in the e-mail address	Type e-mail address		5,6
25		Get mouse		1,1
26		Move mouse to Subject	1	2,7
27		Release mouse		
28	Fill in the Subject	Type Subject		5,5
29		Get mouse		1,1
30		Move to Text field	1	1,9
31		Release mouse		
32	Text message	Type message		14,7
33	Cursor to beginning of text	Get mouse		1,1
34		Move mouse to beginning of text	1	1,5
35	Select the two first words	Click and aim on to the two words		5,0
36	Make bold	Move mouse to Bold button	1	2,1
37	Attach file/document	Get mouse		1,1
38		Move mouse to Paperclip button	1	1,2
39	Search for the file/document	Move mouse to folder	1	2,7
40		Move mouse to scroll bar	1	1,9
41		Scroll		8,7
42		Select file	2	3,4
43	Send e-mail	Get mouse		1,1
44		Move mouse to Send button	1	2,2
Duration total: 123,6 seconds = 2,06 minutes				

Shortcut Key actions: MS Outlook

Read, move and write E-mails

Nr.	Action	Operation	Mouse clicks	Time
1	Switch from Calendar to INBOX	Shortcut Key CTRL+SHIFT+I		1,5
2	Open e-mail	Shortcut Key Home		0,6
3	Read e-mail	Space bar , read e-mail in Preview screen		0,6
4		Space bar		0,6
5	Reply e-mail	Shortcut Key CTRL+R		0,8
6	Type answer	Type answer		10,7
7	Send e-mail	Shortcut Key CTRL+ENTER		0,8
8	Close original e-mail	Shortcut Key Esc		0,6
9	Move e-mail	Select e-mail with Arrow keys		2,1
10		Shortcut Key CTRL+SHIFT+V		1,5
11		Press the begin letter + ENTER		0,7
12	Go back to Calendar (previous screen)	Shortcut Key ALT+Arrow Left		0,8
13	Write new e-mail	Shortcut Key CTRL+SHIFT+I or ALT+Arrow right		0,8
14		Shortcut Key CTRL+N		0,8
15	Fill in e-mail address	Type e-mail address		5,6
16		Shortcut Key ALT+U (Subject)		0,8
17	Fill in Subject	Type Subject		5,5
18		Shortcut Key TAB		0,4
19	Text message	Type message		14,7
20	Cursor to beginning of text	Shortcut Key CTRL+Home		0,8
21	Select the two first words	Shortcut Key CTRL+SHIFT+ 2 x Arrow Right		2,7
22	Make Bold	Shortcut Key CTRL+B		0,8
23	Attach file/document	Shortcut Key ALT+I+B		1,2
24	Search for the file/document	Shortcut Key SHIFT+TAB		0,8
25		Shortcut Key Backspace (folder up)		0,4
26		Choose file press begin letter + ENTER		2,1
27	Send e-mail	Shortcut Key CTRL+ENTER		0,8
Duration total: 59,5 seconds = 0,99 minutes				



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Appendix B

Mouse Actions: MS Word

Select, Edit, Search, Print, Save.



Nr.	Actions	Operation	Mouse clicks	Time in seconds
1	Open recent files	Get mouse		1,1
2		Move mouse to File menu	1	2,1
3		Select most recent used file/document	1	2,5
4	Go to your last visited place in file/document	Move mouse to Scroll bar	1	2,1
5		Scroll & Search	3	10,3
6	Select second sentence	Move mouse to the second sentence	1	0,4
7		Mouse click and drag cursor to the end of line (select)	1	6,3
8	Make text Italic	Move mouse to Italic button	1	2,2
9	Maken text Bold	Move mouse to Bold button	1	1,2
10	Increase letter with two points (to 10 points)	Move mouse to Points list	1	0,5
11		Open the list	1	0,3
12		Select 10 points	1	2,4
13	Select next sentence	Move mouse to next sentence	1	3,1
14		Mouse click and drag cursor to the end of line (select)	1	5,8
15	Delete sentence	Release mouse		
16		Press Delete key		1,8
17	Select the whole paragraf	Get mouse		1,1
18		Move mouse to beginning of the Paragraf	1	1,7
19		Mouse click and drag cursor to the end of paragraf	1	4,8
20	Cut the paragraf	Move mouse to Cut button	1	3,1
21	Paste selection at the end of file/document	Move mouse to Scroll bar	1	1,2
22		Scroll to the end of file/document	1	6,7
23		Mouse click in file/document	1	1,2
24		Move mouse to Paste button	1	2,7
25	Return to the "Cut" point in file/document	Move mouse to Scroll bar	1	2,3
26		Scroll back to "Cut" point = Search	1	14
27		Mouse click in file/document	1	1,2
28	Type new text 10 x "dit is nieuwe tekst"	Release mouse		
29		Type text 10 x "dit is nieuwe tekst"		42,5
30	Save the file/document	Get mouse		1,2
31		Move mouse to Save button	1	1,2
32	Print this present page	Move mouse to File menu	1	0,6
33		Select Print	1	1,4
34		Select option Present Page	1	3,0
35		Activate OK button	1	2,1
36	Close file/document	Get mouse		1,1
37		Move mouse to Red cross to close	1	1,8
Duration Total: 139 seconds = 2,32 minutes				

Shortcut Keys: MS Word

Select, Edit, Search, Print, Save.

Nr.	Actions	Operations	Mouse clicks	Time in seconds
1	Open recent files	Shortcut Key ALT+B+1		1,5
2	Go to your last visited place in file/document	Shortcut Key SHIFT+F5		1,1
3	Select second sentence	With Arrow keys to second sentence		1,2
4		Shortcut Key 3 x F8		1,8
5	Make Text Italic	Shortcut Key CTRL+I		0,8
6	Make Text Bold	Shortcut Key CTRL+B		0,8
7	Increase letter with two points (to 10 points)	Shortcut Key CTRL+SHIFT+>		1,1
8	Select next sentence	Arrow down	1	0,8
9		Shortcut Key 3 x F8		1,8
10	Delete sentence	Press Delete button		0,8
11	Select the whole paragraf	Shortcut Key 4 x F8		1,9
12	Cut the paragraf	Shortcut Key CTRL+X		0,8
13	Paste at the end of file/document	Shortcut Key CTRL+End		0,8
14		Shortcut Key CTRL+V		0,8
15	Return to "Cut" point in file/document	Shortcut Key SHIFT+F5		2,1
16	Type new text 10 x "dit is nieuwe tekst"	Typ new text 10 x "dit is nieuwe tekst"		42,5
17	Save the file/document	Shortcut Key CTRL+S		0,8
18	Print this present page	Shortcut Key CTRL+P		0,8
19		Shortcut Key ALT+H en ENTER		1,2
20	Close file/document	Shortcut Key CTRL+F4		1,1
Duration total: 64,5 seconds = 1,08 minutes				

Efficiency

Company	 www.ergobar.nl Shortcut Keys
Model	 A
Gain per year	120 hours a year
Fast	>2x

Based on 30 e-mail actions per day / 240 working days a year

How many times are Shortcut Keys faster than the Mouse? (average)

