

Keyboard Shortcuts You Can Use With Windows.

Windows System Key Combinations

F1: Help
CTRL+ESC: Open **Start** menu
ALT+TAB: Switch between open programs
ALT+F4: Quit program
SHIFT+DELETE: Delete item permanently

Windows Program Key Combinations

CTRL+C: Copy
CTRL+X: Cut
CTRL+V: Paste
CTRL+Z: Undo
CTRL+B: Bold
CTRL+U: Underline
CTRL+I: Italic

Mouse Click/Keyboard Modifier Combinations for Shell Objects

SHIFT+right click: Displays a shortcut menu containing alternative commands
SHIFT+double click: Runs the alternate default command (the second item on the menu)
ALT+double click: Displays properties
SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin

General Keyboard-Only Commands

F1: Starts Windows Help
F10: Activates menu bar options
SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
CTRL+ESC: Opens the **Start** menu (use the ARROW keys to select an item)
CTRL+ESC or ESC: Selects the **Start** button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
ALT+DOWN ARROW: Opens a drop-down list box
ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
ALT+SPACE: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)
ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's **System** menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window)
CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program
ALT+underlined letter in menu: Opens the menu
ALT+F4: Closes the current window
CTRL+F4: Closes the current Multiple Document Interface (MDI) window
ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad **Find** dialog box is displayed, ALT+F6 switches between the **Find** dialog box and the main Notepad window)

Shell Objects and General Folder/Windows Explorer Shortcuts

For a selected object:

F2: Rename object
F3: Find all files
CTRL+X: Cut
CTRL+C: Copy
CTRL+V: Paste
SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin
ALT+ENTER: Open the properties for the selected object

To Copy a File

Press and hold down the CTRL key while you drag the file to another folder.

To Create a Shortcut

Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder.

General Folder/Shortcut Control

F4: Selects the **Go To A Different Folder** box and moves down the entries in the box (if the toolbar is active in Windows Explorer)

F5: Refreshes the current window.

F6: Moves among panes in Windows Explorer

CTRL+G: Opens the Go To Folder tool (in Windows 95 Windows Explorer only)

CTRL+Z: Undo the last command

CTRL+A: Select all the items in the current window

BACKSPACE: Switch to the parent folder

SHIFT+click+**Close** button: For folders, close the current folder plus all parent folders

Windows Explorer Tree Control

Numeric Keypad *: Expands everything under the current selection

Numeric Keypad +: Expands the current selection

Numeric Keypad -: Collapses the current selection.

RIGHT ARROW: Expands the current selection if it is not expanded, otherwise goes to the first child

LEFT ARROW: Collapses the current selection if it is expanded, otherwise goes to the parent

Properties Control

CTRL+TAB/CTRL+SHIFT+TAB: Move through the property tabs

Accessibility Shortcuts

Press SHIFT five times: Toggles StickyKeys on and off

Press down and hold the right SHIFT key for eight seconds: Toggles FilterKeys on and off

Press down and hold the NUM LOCK key for five seconds: Toggles ToggleKeys on and off

Left ALT+left SHIFT+NUM LOCK: Toggles MouseKeys on and off

Left ALT+left SHIFT+PRINT SCREEN: Toggles high contrast on and off

Microsoft Natural Keyboard Keys

Windows Logo: **Start** menu

Windows Logo+R: **Run** dialog box

Windows Logo+M: Minimize all

SHIFT+Windows Logo+M: Undo minimize all

Windows Logo+F1: Help

Windows Logo+E: Windows Explorer

Windows Logo+F: Find files or folders

Windows Logo+D: Minimizes all open windows and displays the desktop

CTRL+Windows Logo+F: Find computer

CTRL+Windows Logo+TAB: Moves focus from Start, to the Quick Launch toolbar, to the system tray (use RIGHT ARROW or LEFT ARROW to move focus to items on the Quick Launch toolbar and the system tray)

Windows Logo+TAB: Cycle through taskbar buttons

Windows Logo+Break: **System Properties** dialog box

Application key: Displays a shortcut menu for the selected item

Microsoft Natural Keyboard with IntelliType Software Installed

Windows Logo+L: Log off Windows

Windows Logo+P: Starts Print Manager

Windows Logo+C: Opens Control Panel

Windows Logo+V: Starts Clipboard

Windows Logo+K: Opens **Keyboard Properties** dialog box

Windows Logo+I: Opens **Mouse Properties** dialog box

Windows Logo+A: Starts Accessibility Options (if installed)

Windows Logo+SPACEBAR: Displays the list of Microsoft IntelliType shortcut keys

Windows Logo+S: Toggles CAPS LOCK on and off

Dialog Box Keyboard Commands

TAB: Move to the next control in the dialog box

SHIFT+TAB: Move to the previous control in the dialog box

SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box.

If the current control is an option, this selects the option.

ENTER: Equivalent to clicking the selected button (the button with the outline)

ESC: Equivalent to clicking the **Cancel** button

ALT+*underlined letter in dialog box item*: Move to the corresponding item