**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 Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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)
* CTRL+SHIFT+ESC: Opens Windows Task Manager
* 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)

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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.

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**Properties control**

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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

[[http://support.microsoft.com/library/images/support/kbgraphics/public/en-us/uparrow.gif](http://support.microsoft.com/kb/126449#top)Back to the top](http://support.microsoft.com/kb/126449#top)

**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

No 2

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - General |
| CTRL and A | Selects all the items in the active window. |
| CTRL and C | Copies the item or items to the Clipboard and can be pasted using CTRL and V. |
| CTRL and F | Displays the Find all files dialog box. |
| CTRL and G | Displays the Go to folder dialog box. |
| CTRL and N | Displays the New dialog box. |
| CTRL and O | Displays the Open dialog box. |
| CTRL and P | Displays the Print dialog box. |
| CTRL and S | Displays the Save dialog box. |
| CTRL and V | Pastes the copied item or items from the Clipboard. |
| CTRL and X | Cuts the item or items selected to the Clipboard. |
| CTRL and Z | Undoes the last action. |
| CTRL and F4 | Closes the active document window. |
| CTRL while dragging an item | Copy the selected item |
| CTRL+SHIFT with arrow keys | Highlight a block of text |
| CTRL+F4 | Close the active document |
| CTRL+ESC | Display the Start menu |
| CTRL and F6 | Opens the next document window in the active application. |

spr  
[back to top](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm#top) | **©** [**Copyright**](http://www.helpwithpcs.com/privacypolicy.htm#copyright) **2001-2010 helpwithpcs.com**   
spr

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - General |
| ALT+ENTER | View the properties for the selected item |
| ALT+F4 | Close the active item, or quit the active program |
| ALT+SPACEBAR | Open the shortcut menu for the active window |
| ALT+TAB | Switch between the open items |
| ALT+ESC | Cycle through items in the order that they had been opened |

spr  
[back to top](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm#top) | **©** [**Copyright**](http://www.helpwithpcs.com/privacypolicy.htm#copyright) **2001-2010 helpwithpcs.com**   
spr

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - General |
| F1 key | Gives help on the active window or selected item. |
| F2 key | Rename the selected item |
| F3 key | Search for a file or a folder |
| F4 key | Display the Address bar list in My Computer or Windows Explorer |
| F5 key | Update the active window |
| F6 key | Cycle through the screen elements in a window or on the [desktop](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm) |
| F10 key | Activate the menu bar in the active program |

spr  
[back to top](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm#top) | **©** [**Copyright**](http://www.helpwithpcs.com/privacypolicy.htm#copyright) **2001-2010 helpwithpcs.com**   
spr

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - General |
| Windows Logo | Display or hide the Start menu |
| Windows Logo+BREAK | Display the **System Properties** dialog box |
| Windows Logo+D | Display the desktop |
| Windows Logo+M | Minimize all of the windows |
| Windows Logo+SHIFT+M | Restore the minimized windows |
| Windows Logo+E | Open My Computer |
| Windows Logo+F | Search for a file or a folder |
| CTRL+Windows Logo+F | Search for computers |
| Windows Logo+F1 | Display Windows Help |
| Windows Logo+ L | Lock the keyboard |
| Windows Logo+R | Open the **Run** dialog box |
| Windows Logo+U | Open Utility Manager |

spr  
[back to top](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm#top) | **©** [**Copyright**](http://www.helpwithpcs.com/privacypolicy.htm#copyright) **2001-2010 helpwithpcs.com**   
spr

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - Dialogue Box |
| TAB | Move forward through the options |
| SHIFT+TAB | Move backward through the options |
| CTRL+TAB | Move forward through the tabs |
| CTRL+SHIFT+TAB | Move backward through the tabs |
| ALT+Underlined letter | [Perform](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm) the corresponding command or select the corresponding option |
| ENTER | Perform the command for the active option or button |
| SPACEBAR | Select or clear the check box if the active option is a check box |
| F1 key | Display Help |
| F4 key | Display the items in the active list |
| Arrow keys | Select a button if the active option is a group of option buttons |
| BACKSPACE | Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box |

spr  
[back to top](http://www.helpwithpcs.com/tipsandtricks/keyboard_shortcuts_windows_xp.htm#top) | **©** [**Copyright**](http://www.helpwithpcs.com/privacypolicy.htm#copyright) **2001-2010 helpwithpcs.com**   
spr

|  |  |
| --- | --- |
| Keyboard Shortcut | Result in Windows ® XP - Windows Explorer |
| END | Display the bottom of the active window |
| HOME | Display the top of the active window |
| NUM LOCK+Asterisk sign (\*) | Display all of the subfolders that are under the selected folder |
| NUM LOCK+Plus sign (+) | Display the contents of the selected folder |
| NUM LOCK+Minus sign (-) | Collapse the selected folder |
| LEFT ARROW | Collapse the current selection if it is expanded, or select the parent folder |
| RIGHT ARROW | Display the current selection if it is collapsed, or select the first subfolder |

No 3

ciadv.msc = indexing service   
compmgmt.msc = computer management   
devmgmt.msc = device manager   
dfrg.msc = disk defragment   
diskmgmt.msc = disk management   
eventvwr.msc = event viewer   
fsmgmt.msc = shared folders   
gpedit.msc = group policies   
lusrmgr.msc = local users and groups   
ntmsmgr.msc = removable storage operator request   
perfmon.msc = [performance](http://www.geekstogo.com/forum/) monitor   
rsop.msc = resultant set of policies   
secpol.msc = local security settings   
services.msc = various Services   
secpol.msc = local security settings   
certmgr.msc = certificate manager   
wmimgmt.msc = windows management infrastructure   
runbox cpl commands   
------------------------------------------------------------------   
ac3filter.cpl = ac3 filter(if installed)   
access.cpl = accessibility option control   
appwiz.cpl = add/remove programs control   
desk.cpl = display properties control   
directx.cpl = direct x control panel(if installed)   
findfast.cpl = FindFast control   
firewall.cpl = windows firewall   
hdwwiz.cpl = add hardware wizard   
inetcpl.cpl = Internet Properties control   
intl.cpl = regional and language options   
joy.cpl = game controlloers control   
jpicpl32.cpl = java control panel(if installed)   
main.cpl = Mouse Properties control   
mmsys.cpl = Multimedia Properties control   
ncpa.cpl = network control   
netsetup.cpl = network setup wizard   
nusrmgr.cpl = user accounts control   
odbccp32.cpl =odbc data souce adminstrator   
password.cpl = Password Properties control   
powercfg.cpl = power options properties control   
joy.cpl = game controlloers control   
sysdm.cpl = System Properties control   
sticpl.cpl = scanner and camera control   
tlephon.cpl = telephone and moden options   
timedate.cpl = date/time Properties control   
waaucpl.cpl = automatic updates   
wscui.cpl = security center   
runbox control commands   
---------------------------------------------------------------------- -   
control admintools = amdinistrative tools   
control color = display properties(appearence)   
control desktop = desktop properties   
control folders = folder properties   
control fonts = fonts properties   
control keyboard = keyboard properties   
control netconnections = network connections   
control mouse = mouse properties   
control printers = printer and fax options   
control schedtasks = schedualed tasks   
runbox non grouped commands   
-------------------------------------------------------   
dxdiag = direct x trounbleshooter   
ddeshare = dde share   
cliconfg = sql client configaration   
cmd = command prompt   
dcomcnfg = component services   
clipbrd = clipboard   
chkdsk = check disk utility   
fsquirt = bluetooth transfer wizard   
folders = folders properties   
font = fonts folder   
freecell = freecell   
calc = caculator   
charmap = carater graph   
cleanmgr = too long to explain but useful   
command = opens command prompt   
diskpart = disk partition manager   
explorer = explorer   
iexpress = iexpress wizard   
javaws = java control panel(in installed)   
logoff = logs you out of windows   
magnity = windows magnifier   
msconfig = system Configuration Utility   
msinfo32 = system Infomation   
msimn = letterbox   
mailto = opens default email client   
notepad = notepad   
osk = keyboard   
packager = object packager   
perfmon = performance minitor   
prefetch = the thing windows prepairs   
regedit = Registry Editor   
regedit32 -   
sfc = system file checker utility   
taskmgr = task manager   
telnet = telnet client   
wab = windows address book   
wabmig = windows address book (adding something)   
win.ini = windows loading information(also system.ini)   
winver = shows current version of windows   
winchat = microsoft chat   
sysedit = System Edit   
tourstart = tour pub when xp is installed   
drwtsn32 = dr. watson troubleshooting utility   
verifier = driver verifier utility   
sigverif = file signature verification tool   
write = wordpad   
utelman = utility manager  
  
runbox subdirectories  
accessability settings   
access.cpl @0,1 = keyboard   
access.cpl @0,2 = sound   
access.cpl @0,3 = display   
access.cpl @0,4 = mouse   
access.cpl @0,5 = general   
desk settings   
desk.cpl = theme   
desk.cpl @0,0 = desktop   
desk.cpl @0,1 = screen saver   
desk.cpl @0,2 = apearance   
desk.cpl @0,3 = setting   
Internet Settings   
inetcpl.cpl @0,0 = general   
inetcpl.cpl @0,1= security   
inetcpl.cpl @0,2 = privacy   
inetcpl.cpl @0,3 = content   
inetcpl.cpl @0,4 = connections   
inetcpl.cpl @0,5 = programs   
inetcpl.cpl @0,6 = advanced   
regional settings   
intl.cpl @0,0 = regoal options   
intl.cpl @0.1 = languges   
intl.cpl @0,2 = advanced   
keyboard/mouse   
main.cpl @0,1 = buttons   
main.cpl @0,1,1 = pointers   
main.cpl @0,2 = pointers options   
main.cpl @0,3 = wheel   
main.cpl @0,4 = hardware   
main.cpl @1,0 = keyboard speed   
main.cpl @1,1,1 = keyboard hardware   
sounds properties box   
mmsys.cpl @0,0= volume   
mmsys.cpl @0,1 = sound   
mmsys.cpl @0,2 = audio   
mmsys.cpl @0,3 = voice   
mmsys.cpl @0,4 = hardward   
system Settings   
sysdm.cpl @0,0 = general   
sysdm.cpl @0,1 = computer name   
sysdm.cpl @0,2 = hardware   
sysdm.cpl @0,3 = advanced   
sysdm.cpl @0,4 = restore system   
sysdm.cpl @0,5 = automatic updatet   
sysdm.cpl @0,6 = remote  
  
variables that work with the runcommand box:   
%allusersprofile% = local returns the location of the all users profile.   
%appdata% = local returns the location where applications store data by default.   
%cd% = local returns the current directory string.   
%comspec% = system returns the exact path to the command shell executable.   
%homedrive% = system returns which local workstation drive letter is connected to the user's home directory. this variable is set based on the value of the home directory. the user's home directory is specified in local users and groups.   
%homepath% = system returns the full path of the user's home directory. this variable is set based on the value of the home directory. the user's home directory is specified in local users and groups.   
the user's home directory is specified in local users and groups.   
%logonserver% = local returns the name of the domain controller that validated the current logon session.   
%programfiles% = returns the location of the default install directory for applications.   
%systemdrive% = system returns the drive containing the windows root directory (i.e., the system root).   
%systemroot% = system returns the location of the windows root directory.   
%temp% = system and user return the default temporary directories for applications that are available to users who are currently logged on. some applications require temp and others require tmp.   
%tmp% = system and user return the default temporary directories for applications that are available to users who are currently logged on. some applications require temp and others require tmp.   
%(time)% = system returns the current time. this variable uses the same format as the time /t command. cmd.exe generates this variable. for more information about the time command, see the time command.   
%(userdomain)% = local returns the name of the domain that contains the user's account.   
%(username)% = local returns the name of the user currently logged on.   
%userprofile% = local returns the location of the profile for the current user.   
%windir% = system returns the location of the os directory

### [#7](http://www.geekstogo.com/forum/topic/137858-introduction-to-shortcut-keys-for-windows-xp/page__view__findpost__p__1007378) User is offline  [fleamailman](http://www.geekstogo.com/forum/user/29298-fleamailman/)

* 
* Group: Member
* Posts: 2,383
* Joined: 09-April 05

Posted 13 July 2007 - 11:31 PM

screen properties  
aplications key = properties window   
alt botton = close properties window   
aplications key + e = ?   
aplications key + i = properties icon window only   
aplications key + i + a = set or unset auto icon arange   
aplications key + i + d = show or hide desktop icons   
aplications key + i + g = ?   
aplications key + i + l = set or unset aline to grid   
aplications key + i + m = set icons by medified   
aplications key + i + n = set icons by name   
aplications key + i + r = desk clean up   
aplications key + i + s = set icons by size   
aplications key + i + t = set icons by type   
aplications key + p = ?   
aplications key + r = display properties   
aplications key + s = ?   
aplications key + w = new   
aplications key + w + b = briefcase   
aplications key + w + d = word doc(if installed)   
aplications key + w + e = close properties window   
aplications key + w + f once = excel doc(if installed)   
aplications key + w + f twice = folder   
aplications key + w + p once = powerpoint(if installed)   
aplications key + w + p twice = zip file   
aplications key + w + s = shortcut   
aplications key + w + t = text doc   
aplications key + w + w = wav doc  
  
task bar properties   
---------------------------   
aplications key + e = enlarges window leaving it big on top of screen   
aplications key + h = enlarges window leaving it big on top of screen   
aplications key + k = task manager(prossesses)window   
aplications key + l = lock task bar   
aplications key + r = taskbar and start menu properties window   
aplications key + r + c = customize notifications   
aplications key + r + g = group similar taskbar buttons   
aplications key + r + h = hide inactive icons  
  
mplayer2 keyboard shortcuts   
-----------------------------------------------   
spacebar = play or pause an open media file   
period = stop the player   
page up = restart current clip or play previous clip (skip back)   
page down = play next clip in playlist (skip forward)   
esc = return to previous size from full-screen mode and stop the player, or stop the player   
left arrow = momentary rewind, rewind stops when you release the key   
ctrl + left arrow = continuous rewind, rewind continues until you select another control   
right arrow = momentary fast forward, fast forwarding stops when you release the key   
ctrl + right arrow = continuous fast forward, fast forwarding continues until you select another control   
alt + left arrow = open the previous media file you played in this session   
alt + right arrow = open the next media file in the list of files played in this session   
m or ctrl+m = turn sound off or on   
up arrow = turn volume up   
down arrow = turn volume down   
ap + enter = use full-screen mode or return to previous size from full-screen mode   
ap+1 = resize video to 50%   
alt+2 = resize video to 100%   
alt+3 = resize video to 200%   
ctrl+1 = use standard view   
ctrl+2 = use compact view   
ctrl+3 = use minimal view   
ctrl+home = open a web site that provides access to a wide range of all types of media files   
ctrl+f = open a web site that provides access to web based radio stations   
ctrl+g = select a marker at which to begin playback   
ctrl+o = open a file   
ctrl+t = put mplayer2 on top of other windows   
ctrl+u = open a web site that provides access to a wide range of music   
ctrl+v = preview a section of each clip in the playlist   
shift+F10 = open the context menu

### [#8](http://www.geekstogo.com/forum/topic/137858-introduction-to-shortcut-keys-for-windows-xp/page__view__findpost__p__1007654) User is offline  [fleamailman](http://www.geekstogo.com/forum/user/29298-fleamailman/)

* 
* Group: Member
* Posts: 2,383
* Joined: 09-April 05

Posted 14 July 2007 - 11:45 AM

Window winkey shortcuts   
-------------------------------------------------------------   
winkey = display or hide the start menu   
winkey + d = minimise to taskbar   
winkey + d(again) = open all minmised windows   
winkey + e = opens "my computer" window   
winkey + f = opens "find" window   
winkey + f + ctrl = Search for computers   
winkey + l = log off   
winkey + m = minise to taskbar   
winkey + m + shift button = open all minmised windows   
winkey + r = opens "run command" window   
winkey + u = run utility manger and narrator voice   
winkey + l = locks the desktop   
winkey + tab = switch between open items   
winkey + break = display the system properties dialog box   
  
windows shortcuts   
-------------------------------------------------------------   
alt + enter = view an item’s properties   
alt + spacebar = display the current window’s system menu   
alt + tab = switches the windows have run   
alt + f4 = close the current window or quit   
alt + right arrow = move forward to a previous view   
alt + left arrow = move backward to a previous view   
shift + delete = delete an item immediately   
shift + f10 = display the item's context menu   
ctrl + esc = display the Start menu   
ctrl + a = select all items   
ctrl + x = cut selected item(s)   
ctrl + c = copy selected item(s)   
ctrl + v = paste item(s)   
ctrl l + z = undo last action   
ctrl + (+) = automatically resize the columns in the right hand pane   
f2 = rename selected item   
f3 = display Find application   
f5 = refresh window contents   
f6 = switch between left and right panes   
f10 = activate the menu bar in programs   
backspace -= view the folder one level up   
tab = move forward through options   
  
Internet explorer shortcuts   
--------------------------------------------------------------   
ctrl + a = select all items on the current page   
ctrl + d = add the current page to your Favorites   
ctrl + e = open the search bar   
ctrl + f = find on this page   
ctrl + h = open the history bar   
ctrl + i = open the favorites bar   
ctrl + n = open a new window   
ctrl + o = go to a new location   
ctrl + p = print the current page or active frame   
ctrl + s = save the current page   
ctrl + w = close current browser window   
ctrl + enter = adds the <http://www>. (url) .com   
  
backspace = go to the previous page   
f1 = display internet explorer help   
f4 = display list of typed addresses   
f5 = refresh the current page   
f6 = change address bar and page focus   
f11 = toggle full-screen view   
home = move to the beginning of a document   
tab = move forward through items on a page   
end = move to the end of a document   
esc = stop downloading a page   
alt + home = go to your Home page   
alt + right arrow = go to the next page   
shift + click = open link in new window   
shift + ctrl + tab = move back between frames   
shift + f10 = display a shortcut menu for a link   
shift + tab = move back through the items on a page   
ctrl + tab = move forward between frames   
ctrl + c = copy selected items to the clipboard   
ctrl + v = insert contents of the clipboard   
enter = activate a selected link   
home = move to the beginning of a document   
end = move to the end of a document

### [#9](http://www.geekstogo.com/forum/topic/137858-introduction-to-shortcut-keys-for-windows-xp/page__view__findpost__p__1009622) User is offline  [Silvion](http://www.geekstogo.com/forum/user/219306-silvion/)

* 
* Group: Member
* Posts: 10
* Joined: 17-July 07

Posted 17 July 2007 - 04:54 AM

Heres some more if it helps anyone..  
  
Windows Shortcuts  
  
General Keyboard Shortcuts  
• CTRL+C (Copy)  
• CTRL+X (Cut)  
• CTRL+V (Paste)  
• CTRL+Z (Undo)  
• DELETE (Delete)  
• SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)  
• CTRL while dragging an item (Copy the selected item)  
• CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)  
• F2 key (Rename the selected item)  
• CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)  
• CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)  
• CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)  
• CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)  
• CTRL+SHIFT with any of the arrow keys (Highlight a block of text)  
• SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)  
• CTRL+A (Select all)  
• F3 key (Search for a file or a folder)  
• ALT+ENTER (View the properties for the selected item)  
• ALT+F4 (Close the active item, or quit the active program)  
• ALT+ENTER (Display the properties of the selected object)  
• ALT+SPACEBAR (Open the shortcut menu for the active window)  
• CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)  
• ALT+TAB (Switch between the open items)  
• ALT+ESC (Cycle through items in the order that they had been opened)  
• F6 key (Cycle through the screen elements in a window or on the desktop)  
• F4 key (Display the Address bar list in My Computer or Windows Explorer)  
• SHIFT+F10 (Display the shortcut menu for the selected item)  
• ALT+SPACEBAR (Display the System menu for the active window)  
• CTRL+ESC (Display the Start menu)  
• ALT+Underlined letter in a menu name (Display the corresponding menu)  
• Underlined letter in a command name on an open menu (Perform the corresponding command)  
• F10 key (Activate the menu bar in the active program)  
• RIGHT ARROW (Open the next menu to the right, or open a submenu)  
• LEFT ARROW (Open the next menu to the left, or close a submenu)  
• F5 key (Update the active window)  
• BACKSPACE (View the folder one level up in My Computer or Windows Explorer)  
• ESC (Cancel the current task)  
• SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)  
  
Dialog Box Keyboard Shortcuts  
• CTRL+TAB (Move forward through the tabs)  
• CTRL+SHIFT+TAB (Move backward through the tabs)  
• TAB (Move forward through the options)  
• SHIFT+TAB (Move backward through the options)  
• ALT+Underlined letter (Perform the corresponding command or select the corresponding option)  
• ENTER (Perform the command for the active option or button)  
• SPACEBAR (Select or clear the check box if the active option is a check box)  
• Arrow keys (Select a button if the active option is a group of option buttons)  
• F1 key (Display Help)  
• F4 key (Display the items in the active list)  
• BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)  
  
Microsoft Natural Keyboard Shortcuts  
• Windows Logo (Display or hide the Start menu)  
• Windows Logo+BREAK (Display the System Properties dialog box)  
• Windows Logo+D (Display the desktop)  
• Windows Logo+M (Minimize all of the windows)  
• Windows Logo+SHIFT+M (Restore the minimized windows)  
• Windows Logo+E (Open My Computer)  
• Windows Logo+F (Search for a file or a folder)  
• CTRL+Windows Logo+F (Search for computers)  
• Windows Logo+F1 (Display Windows Help)  
• Windows Logo+ L (Lock the keyboard)  
• Windows Logo+R (Open the Run dialog box)  
• Windows Logo+U (Open Utility Manager)  
  
Accessibility Keyboard Shortcuts  
• Right SHIFT for eight seconds (Switch FilterKeys either on or off)  
• Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)  
• Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)  
• SHIFT five times (Switch the StickyKeys either on or off)  
• NUM LOCK for five seconds (Switch the ToggleKeys either on or off)  
• Windows Logo +U (Open Utility Manager)  
  
Windows Explorer Keyboard Shortcuts  
• END (Display the bottom of the active window)  
• HOME (Display the top of the active window)  
• NUM LOCK+Asterisk sign (\*) (Display all of the subfolders that are under the selected folder)  
• NUM LOCK+Plus sign (+) (Display the contents of the selected folder)  
• NUM LOCK+Minus sign (-) (Collapse the selected folder)  
• LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)  
• RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)  
  
Shortcut Keys for Character Map  
After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts: • RIGHT ARROW (Move to the right or to the beginning of the next line)  
• LEFT ARROW (Move to the left or to the end of the previous line)  
• UP ARROW (Move up one row)  
• DOWN ARROW (Move down one row)  
• PAGE UP (Move up one screen at a time)  
• PAGE DOWN (Move down one screen at a time)  
• HOME (Move to the beginning of the line)  
• END (Move to the end of the line)  
• CTRL+HOME (Move to the first character)  
• CTRL+END (Move to the last character)  
• SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)  
  
Microsoft Management Console (MMC) Main Window Keyboard Shortcuts  
• CTRL+O (Open a saved console)  
• CTRL+N (Open a new console)  
• CTRL+S (Save the open console)  
• CTRL+M (Add or remove a console item)  
• CTRL+W (Open a new window)  
• F5 key (Update the content of all console windows)  
• ALT+SPACEBAR (Display the MMC window menu)  
• ALT+F4 (Close the console)  
• ALT+A (Display the Action menu)  
• ALT+V (Display the View menu)  
• ALT+F (Display the File menu)  
• ALT+O (Display the Favorites menu)  
  
MMC Console Window Keyboard Shortcuts  
• CTRL+P (Print the current page or active pane)  
• ALT+Minus sign (-) (Display the window menu for the active console window)  
• SHIFT+F10 (Display the Action shortcut menu for the selected item)  
• F1 key (Open the Help topic, if any, for the selected item)  
• F5 key (Update the content of all console windows)  
• CTRL+F10 (Maximize the active console window)  
• CTRL+F5 (Restore the active console window)  
• ALT+ENTER (Display the Properties dialog box, if any, for the selected item)  
• F2 key (Rename the selected item)  
• CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)  
  
Remote Desktop Connection Navigation  
• CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)  
• ALT+PAGE UP (Switch between programs from left to right)  
• ALT+PAGE DOWN (Switch between programs from right to left)  
• ALT+INSERT (Cycle through the programs in most recently used order)  
• ALT+HOME (Display the Start menu)  
• CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)  
• ALT+DELETE (Display the Windows menu)  
• CTRL+ALT+Minus sign (-) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)  
• CTRL+ALT+Plus sign (+) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)  
  
Microsoft Internet Explorer Navigation  
• CTRL+B (Open the Organize Favorites dialog box)  
• CTRL+E (Open the Search bar)  
• CTRL+F (Start the Find utility)  
• CTRL+H (Open the History bar)  
• CTRL+I (Open the Favorites bar)  
• CTRL+L (Open the Open dialog box)  
• CTRL+N (Start another instance of the browser with the same Web address)  
• CTRL+O (Open the Open dialog box, the same as CTRL+L)  
• CTRL+P (Open the Print dialog box)  
• CTRL+R (Update the current Web page)  
• CTRL+W (Close the current window)

Word 2007

All Caps CTRL+SHIFT+A

Annotation ALT+CTRL+M

App Maximize ALT+F10

App Restore ALT+F5

Apply Heading1 ALT+CTRL+1

Apply Heading2 ALT+CTRL+2

Apply Heading3 ALT+CTRL+3

Apply List Bullet CTRL+SHIFT+L

Auto Format ALT+CTRL+K

Auto Text F3 or ALT+CTRL+V

Bold CTRL+B or CTRL+SHIFT+B

Bookmark CTRL+SHIFT+F5

Browse Next CTRL+PAGE DOWN

Browse Previous CTRL+PAGE UP

Browse Sel ALT+CTRL+HOME

Cancel ESC

Center Para CTRL+E

Change Case SHIFT+F3

Char Left LEFT

Char Left Extend SHIFT+LEFT

Char Right RIGHT

Char Right Extend SHIFT+RIGHT

Clear DELETE

Close or Exit ALT+F4

Close Pane ALT+SHIFT+C

Column Break CTRL+SHIFT+ENTER

Column Select CTRL+SHIFT+F8

Copy CTRL+C or CTRL+INSERT

Copy Format CTRL+SHIFT+C

Copy Text SHIFT+F2

Create Auto Text ALT+F3

Customize Add Menu ALT+CTRL+=

Customize Keyboard ALT+CTRL+NUM +

Customize Remove Menu ALT+CTRL+-

Cut CTRL+X or SHIFT+DELETE

Date Field ALT+SHIFT+D

Delete Back Word CTRL+BACKSPACE

Delete Word CTRL+DELETE

Dictionary ALT+SHIFT+F7

Do Field Click ALT+SHIFT+F9

Doc Close CTRL+W or CTRL+F4

Doc Maximize CTRL+F10

Doc Move CTRL+F7

Doc Restore CTRL+F5

Doc Size CTRL+F8

Doc Split ALT+CTRL+S

Double Underline CTRL+SHIFT+D

End of Column ALT+PAGE DOWN

End of Column ALT+SHIFT+PAGE DOWN

End of Doc Extend CTRL+SHIFT+END

End of Document CTRL+END

End of Line END

End of Line Extend SHIFT+END

End of Row ALT+END

End of Row ALT+SHIFT+END

End of Window ALT+CTRL+PAGE DOWN

End of Window Extend ALT+CTRL+SHIFT+PAGE DOWN

Endnote Now ALT+CTRL+D

Extend Selection F8

Field Chars CTRL+F9

Field Codes ALT+F9

Find CTRL+F

Font CTRL+D or CTRL+SHIFT+F

Font Size Select CTRL+SHIFT+P

Footnote Now ALT+CTRL+F

Go Back SHIFT+F5 or ALT+CTRL+Z

Go To CTRL+G or F5

Grow Font CTRL+SHIFT+.

Grow Font One Point CTRL+]

Hanging Indent CTRL+T

Header Footer Link ALT+SHIFT+R

Help F1

Hidden CTRL+SHIFT+H

Hyperlink CTRL+K

Indent CTRL+M

Italic CTRL+I or CTRL+SHIFT+I

Justify Para CTRL+J

Left Para CTRL+L

Line Down DOWN

Line Down Extend SHIFT+DOWN

Line Up UP

Line Up Extend SHIFT+UP

List Num Field ALT+CTRL+L

Lock Fields CTRL+3 or CTRL+F11

Macro ALT+F8

Mail Merge Check ALT+SHIFT+K

Mail Merge Edit Data Source ALT+SHIFT+E

Mail Merge to Doc ALT+SHIFT+N

Mail Merge to Printer ALT+SHIFT+M

Mark Citation ALT+SHIFT+I

Mark Index Entry ALT+SHIFT+X

Mark Table of Contents Entry ALT+SHIFT+O

Menu Mode F10

Merge Field ALT+SHIFT+F

Microsoft Script Editor ALT+SHIFT+F11

Microsoft System Info ALT+CTRL+F1

Move Text F2

New CTRL+N

Next Cell TAB

Next Field F11 or ALT+F1

Next Misspelling ALT+F7

Next Object ALT+DOWN

Next Window CTRL+F6 or ALT+F6

Normal ALT+CTRL+N

Normal Style CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5)

Open CTRL+O or CTRL+F12 or ALT+CTRL+F2

Open or Close Up Para CTRL+0

Other Pane F6 or SHIFT+F6

Outline ALT+CTRL+O

Outline Collapse ALT+SHIFT+- or ALT+SHIFT+NUM -

Outline Demote ALT+SHIFT+RIGHT

Outline Expand ALT+SHIFT+=

Outline Expand ALT+SHIFT+NUM +

Outline Move Down ALT+SHIFT+DOWN

Outline Move Up ALT+SHIFT+UP

Outline Promote ALT+SHIFT+LEFT

Outline Show First Line ALT+SHIFT+L

Overtype INSERT

Page ALT+CTRL+P

Page Break CTRL+ENTER

Page Down PAGE DOWN

Page Down Extend SHIFT+PAGE DOWN

Page Field ALT+SHIFT+P

Page Up PAGE UP

Page Up Extend SHIFT+PAGE UP

Para Down CTRL+DOWN

Para Down Extend CTRL+SHIFT+DOWN

Para Up CTRL+UP

Para Up Extend CTRL+SHIFT+UP

Paste CTRL+V or SHIFT+INSERT

Paste Format CTRL+SHIFT+V

Prev Cell SHIFT+TAB

Prev Field SHIFT+F11 or ALT+SHIFT+F1

Prev Object ALT+UP

Prev Window CTRL+SHIFT+F6 or ALT+SHIFT+F6

Print CTRL+P or CTRL+SHIFT+F12

Print Preview CTRL+F2 or ALT+CTRL+I

Proofing F7

Redo ALT+SHIFT+BACKSPACE

Redo or Repeat CTRL+Y or F4 or ALT+ENTER

Repeat Find SHIFT+F4 or ALT+CTRL+Y

Replace CTRL+H

Reset Char CTRL+SPACE or CTRL+SHIFT+Z

Reset Para CTRL+Q

Revision Marks Toggle CTRL+SHIFT+E

Right Para CTRL+R

Save CTRL+S or SHIFT+F12 or ALT+SHIFT+F2

Save As F12

Select All CTRL+A or CTRL+CLEAR (NUM 5) or CTRL+NUM 5

Select Table ALT+CLEAR (NUM 5)

Show All CTRL+SHIFT+8

Show All Headings ALT+SHIFT+A

Show Heading1 ALT+SHIFT+1

Show Heading2 ALT+SHIFT+2

Show Heading3 ALT+SHIFT+3

Show Heading4 ALT+SHIFT+4

Show Heading5 ALT+SHIFT+5

Show Heading6 ALT+SHIFT+6

Show Heading7 ALT+SHIFT+7

Show Heading8 ALT+SHIFT+8

Show Heading9 ALT+SHIFT+9

Shrink Font CTRL+SHIFT+,

Shrink Font One Point CTRL+[

Small Caps CTRL+SHIFT+K

Space Para1 CTRL+1

Space Para15 CTRL+5

Space Para2 CTRL+2

Spike CTRL+SHIFT+F3 or CTRL+F3

Start of Column ALT+PAGE UP

Start of Column ALT+SHIFT+PAGE UP

Start of Doc Extend CTRL+SHIFT+HOME

Start of Document CTRL+HOME

Start of Line HOME

Start of Line Extend SHIFT+HOME

Start of Row ALT+HOME

Start of Row ALT+SHIFT+HOME

Start of Window ALT+CTRL+PAGE UP

Start of Window Extend ALT+CTRL+SHIFT+PAGE UP

Style CTRL+SHIFT+S

Subscript CTRL+=

Superscript CTRL+SHIFT+=

Symbol Font CTRL+SHIFT+Q

Thesaurus SHIFT+F7

Time Field ALT+SHIFT+T

Toggle Field Display SHIFT+F9

Toggle Master Subdocs CTRL+\

Tool SHIFT+F1

Un Hang CTRL+SHIFT+T

Un Indent CTRL+SHIFT+M

Underline CTRL+U or CTRL+SHIFT+U

Undo CTRL+Z or ALT+BACKSPACE

Unlink Fields CTRL+6 or CTRL+SHIFT+F9

Unlock Fields CTRL+4 or CTRL+SHIFT+F11

Update Auto Format ALT+CTRL+U

Update Fields F9 or ALT+SHIFT+U

Update Source CTRL+SHIFT+F7

VBCode ALT+F11

Web Go Back ALT+LEFT

Web Go Forward ALT+RIGHT

Word Left CTRL+LEFT

Word Left Extend CTRL+SHIFT+LEFT

Word Right CTRL+RIGHT

Word Right Extend CTRL+SHIFT+RIGHT

Word Underline CTRL+SHIFT+W