**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)

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**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

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**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

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**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)

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**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.

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**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

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**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

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**Properties control**

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

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**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

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**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

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**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

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**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. |


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|  |  |
| --- | --- |
| 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 |


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|  |  |
| --- | --- |
| 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 |


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|  |  |
| --- | --- |
| 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 |


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|  |  |
| --- | --- |
| 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 |


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|  |  |
| --- | --- |
| 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