





















Common Keyboard Shortcuts


	Display or hide the Start menu.
 + break	Display the System Properties dialog box.
 + D	Minimizes all Windows and shows the Desktop
 + E	Open Windows Explorer
 + F	Search for a file or folder.
 + F + CTRL	Search for computers.
 + F1	Display Windows Help.
 + L	Locks the desktop
 + M	Minimize or restore all windows.
 + R	Open the Run dialog box.
 + TAB	Switch between open items.
 + U	Open Utility Manager
ALT + -/+	Displays the Multiple Document Interface
ALT + ENTER	View properties for the selected item.
ALT + ESC	Cycle through items in order they were opened.
ALT + F4	Close/Quit the active item/program
ALT + SPACE	Display the System menu for the active window.
ALT + TAB	Switch between open items.
BACKSPACE	View the folder one level up in My Computer
CTRL + A	Select all.
CTRL + B	Bold.
CTRL + C	Copy.
CTRL + I	Italics.
CTRL + O	Open an item.
CTRL + U	Underline.
CTRL + V	Paste.
CTRL + X	Cut.
CTRL + Z	Undo.
CTRL + F4	Close the active document.
CTRL + DRAG	Copy selected item.
CTRL + 	Move point to the beginning of next word.
CTRL + 	Move point to the beginning of previous word.
CTRL + 	Move point to the beginning of next paragraph.
CTRL + 	Move point to the beginning of previous paragraph.
CTRL + SHIFT	Highlight a block of text.
SHIFT + DEL	Delete selected item permanently (not in recycle bin).
F1	Displays Help.
F2	Rename selected item.
F3	Search for a file or folder.
F4	Display the Address bar list in My Computer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window.
F10	Activate the menu bar in the active program.
SHIFT + F10	Display the shortcut menu for the selected item.

CTRL + ESC	Display the Start menu.
SHIFT+CTRL+ESC	Launches Task Manager.
SHIFT +    	Select more than one item in a window or on the desktop.

Dialog Box Keyboard Shortcuts

CTRL + TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
SHIFT + TAB	Move backward through options.
SPACEBAR	Select or clear the check box.
BACKSPACE	Open a folder one level up if a folder is selected.

Windows Explorer Keyboard Shortcuts

NUM LOCK + *	Display all subfolders under the selected folder.
NUM LOCK + +	Display the contents of the selected folder.
NUM LOCK + -	Collapse the selected folder.
	Display the shortcut menu for the selected item.

Accessibility Options Keyboard Shortcuts

R/SHIFT (8sec)	Switch FilterKeys on and off.
ALT+SHIFT+PrtSc	Switch High Contrast on and off.
ALT+SHIFT+NumLk	Switch MouseKeys on and off.
SHIFT (5 times)	Switch StickyKeys on and off.
NumLk (5sec)	Switch ToggleKeys on and off.

Help Viewer Keyboard Shortcuts

ALT+SPACE	Display the system menu.
SHIFT+F10	Display the Help Viewer shortcut menu.
ALT+O	Display the Options menu.
ALT+O+T	Hide or show the navigation pane.
ALT+O+R	Refresh the topic that appears in the topic pane.
CTRL + HOME	Move to the beginning of a topic.
CTRL + END	Move to the end of a topic.
ALT+O+P	Print a topic.
ALT+O+B	Move back to the previously viewed topic.
ALT+O+F	Move forward to the next (previously viewed) topic.

Firefox Keyboard Shortcuts

CTRL + +/-	Resize text size.
CTRL + 0	Default font size.
CTRL + T	New tab.
CTRL + N	New window.