









Common Shortcuts

COMMAND	USAGE
ALT + TAB	Switch among open programs
ALT + F4	Close open window or program
CTRL + Z	Undo last operation
F1	Open Help
F2	Rename highlighted file or folder
F3	Search for a file or folder
F10	Activate menu bar
 + M	Minimize open windows
 + E	Open My Computer
	Display or hide the START menu
 + D	Display the Desktop
 + F	Search for a file or folder
 + F1	Display Windows Help
 + L	Lock your computer if you are connected to a network domain or switch users if you are not connected to a network domain
	Display the shortcut menu for the selected item
Click	Click the left mouse button once

Common Shortcuts

Double Click	Click the left mouse button twice – opens an icon or selects a word
Right Click	Opens shortcut menu
Triple Click	Selects a paragraph
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + B	Bold (toggles on and off)
CTRL + U	Underline (toggles on and off)
CTRL + I	Italic text (toggles on and off)
CTRL + S	Save file
CTRL + O	Open file
CTRL + P	Print file
Delete	Delete
CTRL while dragging an item	Copy selected item
CTRL + Shift while dragging an item	Create a shortcut to selected item
F2	Rename selected item
CTRL + Right Arrow	Move the insertion point to the beginning of the next word
SHIFT + Click	Select contiguous Items

Common Shortcuts

CTRL + Click	Select separate items
CTRL + Left Arrow	Move the insertion point to the beginning of the previous word
CTRL + Up Arrow	Move the insertion point to the beginning of the next paragraph
CTRL + Down 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, desktop, or text within a document
CTRL + A	Select all
CTRL + F	Opens Find dialog box
ALT + Enter	View properties for the selected object
ALT + Spacebar	Opens the shortcut menu for the selected object
ALT + F4	Close the active item or quit the active program
CTRL + F4	Close the active document in programs that allow you to have multiple documents open simultaneously
ALT + TAB	Switch between open programs
ALT + ESC	Cycle through items in the order they were opened
F4	Display the Address bar list in My Computer or Windows Explorer
Shift + F10	Display the shortcut menu for the selected item
CTRL + ESC	Display the Start menu

Common Shortcuts

ALT + Underlined letter in a menu name	Display the corresponding menu
Underlined letter in a command name on an open menu	Carry out the corresponding command
F10	Activate the menu bar in an open 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	Refresh 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	Prevent the CD from automatically playing
CTRL + ALT + DELETE	Logon to the computer and opens Task Manager

Common Shortcuts

DIALOG BOX KEYBOARD SHORTCUTS	USAGE
CTRL + TAB	Move forward through tabs
CTRL + SHIFT + TAB	Move backward through tabs
TAB	Move forward through options
SHIFT + TAB	Move backward through options
ENTER	Carry out the command for the action 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	Display Help
F4	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.