

General Shortcuts

These are applicable to nearly all Window programs.

[F1]	Display Help
[Ctrl]+[C]	Copy the selected item or text
[Ctrl]+[X]	Cut the selected item or text
[Ctrl]+[v]	Past the selected item or text
[Ctrl]+[Z]	Undo the last action
[Ctrl]+[y]	Redo the last action
[Delete]	Delete the selected item and move it to the Recycle Bin
[Shift]+[Delete]	Delete the selected item without moving
[F2]	Rename the selected item
[Ctrl]+[Right Arrow]	Move the Cursor to the beginning of the next word
[Ctrl]+[left Arrow]	Move the Cursor to the beginning of the previous word
[Ctrl]+[Down Arrow]	Move the cursor to the beginning of the next paragraph
[Ctrl]+[Up Arrow]	Move the cursor to the beginning of the previous paragraph
[Ctrl]+[[Shift]]+an arrow key	Select a block of text
[[Shift]]with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
[Ctrl]with any arrow key +[Space]	Select multiple individual items in a window or on the desktop
[Ctrl]+[A]	Select all items in a document or window
[F3]	Search for the file or folder
[Alt]+[Enter]	Display properties for the selected item

[Alt]+[F4]	Exit the active programme
[Alt]+[Space]	Open the shortcut menu for the active window
[Ctrl]+[F4]	Close the active document
[Alt]+[Tab]	Switch between open programme or items
[Ctrl]+[Alt]+[Tab]	Use the arrow keys to switch between open items
[Ctrl]+Mouse scroll wheel	Change the size of icons on the desktop
[Windows]+[Tab]	Cycle through programs on the taskbar by using Windows Flip3D
[Ctrl]+[windows]+[tab]	Use the arrow key to cycle through programmes on the taskbar by using windows Flip 3D
[Alt]+[Esc]	Cycle through items in the order in which they were opened
[F6]	Cycle through screen elements in a window or on the desktop
[F4]	Display the Address bar list in Window Explorer
[Shift]+[F10]	Display the right-click menu for the selected item
[Ctrl]+[Esc]or[Windows]	Open the Start menu
[Alt]+underline letter(in programme menu)	Display the corresponding menu-for Example,[Alt]+[F] in a programme opens the file menu
[F10]	Active the menu bar in the active programme
[Right Arrow](in menu bar)	Open the next menu to the active programme
[left Arrow](in menu bar)	Open the next menu to the left, or close a submenu
[F5]	Refresh the active window
[Alt]+[Up Arrow]	View the folder one level up in Window Explorer
[Esc]	Cancel the current task
[Ctrl]+[Shift]+[Esc]	Open Task Manager. Also[Ctrl]+[Alt]+[Delete]in windows XP
Hold down [Shift]when you insert a CD/DVD	Prevent the CD/DVD from automatically playing

Dialog Box Shortcuts

Use these in the dialog boxes-Control panel items. Save and Open dialog and so on.

[Ctrl]+[Tab]	Move forward through tabs
[Ctrl]+[Shift]+[tab]	Move back through tabs
[Tab]	Move back through options
[Shift]+[Tab]	Move back through option
[Alt]+underlined letter	Perform the command that goes with that letter
[Enter]	Replaces clicking the mouse for many selected command.
[Space]	Change the state of click box or radio button. Also to click on selected button
Arrow key	Select the button if the active option is a group of option buttons
[F4]	Display the items in the active drop-down menu
[Backspace]	Open a folder one level up if a folder is selected in the save As or Open dialog box

Windows Explorer Shortcuts

[Ctrl]+[N]	Open the new window(Vista)
[End]	Display the top of the active window
[Home]	Display the top of the active window
[F11]	Maximise or minimise the active window(Vista).Go full-screen(XP)
[*]on keypad(Num Lock on)	Display all subfolders under the selected folder

[+]on keypad(Num Lock on)	Display the contents of the selected folder
[-]on keypad(Num Lock on)	Collapse the select folder
[Left Arrow]	Collapse the current selection or select the parent folder
[Alt]+[Left Arrow]	View the previous folder
[Right Arrow]	Display the current selection(if it is collapsed).If not, select the first subfolder(Vista only)
[Alt]+[Right Arrow]	View the next folder
[Ctrl]+Mouse scroll wheel	Change the size and appearance of file and folder icon(Vista only)
[Alt]+[D]	Select the Address bar

Windows Key Shortcuts

[Windows]	Open and close the start menu
[Windows]+PAUSE	Display the System Properties dialog box
[Windows]+D	Display the desktop
[Windows]+M	Maximise all window
[Windows]+SHIFT+M	Restore minimized window to the desktop
[Windows]+E	Open computer
[Windows]+F	Search for file or folder
CTRL+[Windows]+F	Search for computer or switch user
[Windows]+R	Open the dialog box
[Windows]+T	Cycle through programs on the taskbar
[Windows]+TAB	Cycle through programs on the taskbar by using windows flip3-D

CTRL+[Windows]+TAB	Use the arrow key to Cycle through programs on the taskbar by using windows flip3-D
[Windows]+SPACEBAR	Bring all gadgets to the front and select Windows Sidebar
[Windows]+G	Cycle through Sidebar gadgets
[Windows]+U	Open Ease of Access Centre
[Windows]+X	Open windows Mobility Centre