

**Reproduced by kind permission of James Harrington ( <http://www.saugus.net/Photos>).**

## **Keyboard Shortcuts for Windows**

### 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 Program Key Combinations

CTRL+C: Copy

CTRL+X: Cut

CTRL+V: Paste

CTRL+Z: Undo

CTRL+B: Bold

CTRL+U: Underline

CTRL+I: Italic

### 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

### 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)

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)

### 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

### 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

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

### Properties Control

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

### 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

### Keyboards with the "Win" Key

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

### 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

### Keyboard Shortcuts for Internet Explorer

To	Press
Select text while working in the address bar.	ALT+D
Move selected item down in the Favorites list while working within the Organize Favorites dialog box.	ALT+DOWN ARROW
Go to your home page; use while working on the Internet.	ALT+HOME
Go to previous page when working on the Internet.	ALT+LEFT ARROW
Go to next page when working on the Internet.	ALT+RIGHT ARROW
Move a selected item up in the Favorites list while in the Organize Favorites dialog box.	ALT+UP ARROW
Go to the previous page viewed when viewing a series of webpages.	BACKSPACE
Select all items on the current Web page when viewing or exploring web pages.	CTRL+A
Open the Organize Favorites dialog box when working with Internet Explorer.	CTRL+B
Copy selected items to the Windows Clipboard when using Internet Explorer.	CTRL+C
Open multiple folders when working in History or Favorites menus from Internet Explorer.	CTRL+CLICK

Add the current page to your favorites when viewing or exploring web pages. CTRL+D

Open a Search in Explorer bar while viewing and exploring web pages using Internet Explorer. CTRL+E

Add "www." To the beginning, and ".com" to the end, of the text typed in the Explorer bar while working with Internet Explorer to view and explore web pages. CTRL+ENTER

Display Find dialog box in order to find something on the active page. CTRL+F

Refresh the active window or webpage. CTRL+F5

Open History in Explorer bar when viewing and exploring web pages. CTRL+H

Open Favorites menu in Explorer bar when viewing and exploring web pages. CTRL+I

Display Internet Explorer's Open dialog box in order to type an internet access for Explorer to find and open. CTRL+L

When in the Explorer address bar, use to move the cursor left to the next logical break. CTRL+LEFT ARROW

Open a new internet access window. CTRL+N

Display Internet Explorer's Open dialog box in order to type an internet access for Explorer to find and open. CTRL+O

Display the Print dialog box in order to print the current page, document or active frame. CTRL+P

Refresh the active web page. CTRL+R

Move the cursor to the next logical break to the right when in the Explorer's Address bar. CTRL+RIGHT ARROW

Save the current page when viewing and exploring web pages. CTRL+S

Move forward between frames while viewing and exploring web pages. CTRL+TAB

Paste a copied item(s) from the Clipboard into a selected location (You also can choose Paste from the Edit menu.). CTRL+V

Close the active window when viewing and exploring web pages. CTRL+W

Copy and remove the selected item(s) from their original location to the Clipboard. (You also can choose the Cut command from the Edit menu.). CTRL+X

Scroll down in a web page. DOWN ARROW

Move back through the list of AutoComplete matches when using the Address Bar of Internet Explorer. DOWN ARROW

Go to the end of a document when viewing or exploring web pages. END

Activate a selected link when viewing and exploring web pages. ENTER

Stop downloading a web page. ESC

Display the Internet Explorer Help, or when in a dialog box, display context help on an item.	F1
Display a shortcut menu while working with web pages.	F10+SHIFT
Toggle between Full Screen and regular view of the browser window while viewing and exploring web pages.	F11
Display the Address bar history when viewing and exploring web pages.	F4
Refresh the current window (You also can choose Refresh from the View menu.).	F5
Move forward between frames when viewing and exploring web pages.	F6
Go to the beginning of a document when viewing or exploring web pages.	HOME
Scroll toward the end of a document in larger increments when viewing and exploring web pages.	PAGE DOWN
when viewing and exploring web pages, scroll toward the beginning of a document in larger increments.	PAGE UP
Move back between frames when viewing Web pages.	SHIFT+CTRL+TAB
Move back through the items on a Web page, the Address bar and the Links bar.	SHIFT+TAB
Move forward through the items on a Web page, the Address bar and the Links bar.	TAB
Scroll toward the beginning of a document.	UP ARROW
Move forward through the list of AutoComplete matches when using the Address Bar.	UP ARROW

## **OUTLOOK EXPRESS**

### KEYSTROKE ACTION

[Ctrl]> Go to the next message  
 [Ctrl]< Go to the previous message  
 [Ctrl]A Select all messages (also works in the Send window)  
 [Ctrl]D Delete the selected message  
 [Ctrl]F Forward the selected message  
 [Ctrl]G Reply to all in a newsgroup  
 [Ctrl]I Go to Inbox  
 [Ctrl]M Send and receive mail  
 [Ctrl]N Open or post a new message  
 [Ctrl]P Print the selected message  
 [Ctrl]R Reply to the message author  
 [Ctrl][Shift]R Reply to all  
 [Ctrl]U Go to the next unread mail message  
 [Ctrl][Shift]U Go to the next unread news thread

## **WORDPAD AND OTHER TEXT EDITORS**

These tips apply to most but not all text editors.  
Examples: Word, Wordpad, Notepad, some Email and HTML editors etc.

**To go to the:**

beginning of a document: **Ctrl + home**  
end of a document **Ctrl + end**  
beginning of a line **Home key**  
end of a line **End key**  
next lower or higher line **down arrow or up arrow**  
move across a line of text one word at a time: **Ctrl + left or right arrow key**

**To select:**

a single word **double click word with mouse** (Go ahead, practice here)  
entire document **ctrl +A**  
entire sentence **triple click sentence with mouse**  
from insertion point to end of document **Ctrl+shift +end key**  
From insertion point to beginning of document **Ctrl +shift+home key**

To search within an open document **Ctrl + F**

To undo last change **Ctrl + Z**

To print a document **Ctrl + P**

To copy selected text or objects **Ctrl + C**

To cut selected text **Ctrl + X** (this removes text from the source but copies it to the clipboard)

To paste text that was cut or copied **Ctrl + V**

To make the Start button and task bar appear if they're not already: **Ctrl + Esc**

To close programs or Windows quickly: **Alt + F4**

**To print what's on your screen:**

hit **print screen key** (this copies your screen to the clipboard)  
open MS Paint ( it should be in Programs /Accessories area of Start menu)  
type **Ctrl + V** (paste from clipboard)  
hit **Ctrl + P** (print)

**To switch between open programs in Windows**

push and hold **Alt key**  
press the **Tab** key once or more to step through the open programs.  
release the **Alt** key to bring the selected program to the top  
(This will only work if you have more than one program open.)