

# Windows Keyboard Shortcuts

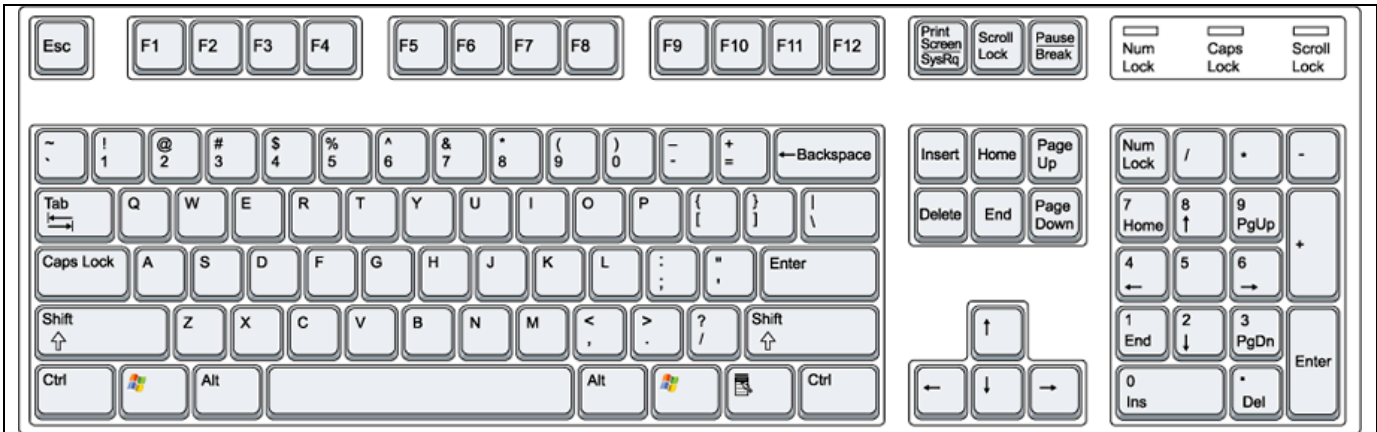


Image from <http://www.seoconsultants.com/windows/keyboard/>

## Shortcuts Using Special Keys

<b>DELETE</b>	Delete
<b>RIGHT ARROW</b>	Open the next menu to the right, or open a submenu
<b>LEFT ARROW</b>	Open the next menu to the left, or close a submenu
<b>BACKSPACE</b>	View the folder one level up in My Computer or Windows Explorer
<b>ESC</b>	Cancel the current task

## Shortcuts Using the CTRL Key

<b>CTRL+A</b>	Select All
<b>CTRL+B</b>	Bold
<b>CTRL+C</b>	Copy
<b>CTRL+I</b>	Italics
<b>CTRL+P</b>	Print
<b>CTRL+U</b>	Underline
<b>CTRL+X</b>	Cut
<b>CTRL+V</b>	Paste
<b>CTRL+Z:</b>	Undo
<b>CTRL+SHIFT with any of the arrow keys</b>	Highlight a block of text
<b>CTRL+ESC</b>	Display the Start menu
<b>CTRL+SHIFT+ESC</b>	Display the Windows Task Manager

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<b>CTRL+F4</b>	Close the active document in programs that enable you to have multiple documents open simultaneously
<b>CTRL+RIGHT ARROW</b>	Move the insertion point to the beginning of the next word
<b>CTRL+LEFT ARROW</b>	Move the insertion point to the beginning of the previous word
<b>CTRL+DOWN ARROW</b>	Move the insertion point to the beginning of the next paragraph
<b>CTRL+UP ARROW</b>	Move the insertion point to the beginning of the previous paragraph
<b>CTRL while dragging an item</b>	Copy the selected item
<b>CTRL+SHIFT while dragging an item</b>	Create a shortcut to the selected item
<b>Shortcuts Using the SHIFT Key</b>	
<b>SHIFT</b>	Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
<b>SHIFT+DELETE</b>	Delete the selected item permanently without placing the item in the Recycle Bin
<b>SHIFT with any of the arrow keys</b>	Select more than one item in a window or on the desktop, or select text in a document
<b>SHIFT+F10</b>	Display the menu for the selected item
<b>Shortcuts Using the WINDOWS Key</b>	
<b>WINDOWS Key</b>	Display the Start menu
<b>WINDOWS Key + M</b>	Minimizes all windows
<b>WINDOWS Key + SHIFT + M</b>	Undo minimize all windows
<b>WINDOWS Key + E</b>	Opens Windows Explorer
<b>WINDOWS Key + D</b>	Switches between minimizing all open programs and showing them all
<b>WINDOWS Key + F</b>	Opens the Find Window
<b>WINDOWS Key + R</b>	Opens the Run Window
<b>Shortcuts Using the ALT Key</b>	
<b>ALT+ENTER</b>	Display the properties of the selected object
<b>ALT+SPACE</b>	Display the main window's <b>System</b> menu -- from the <b>System</b> menu, you can

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	restore, move, resize, minimize, maximize, or close the window
<b>ALT+TAB</b>	Switch to another running program --hold down the ALT key and then press the TAB key to view the task-switching window
<b>ALT+F4</b>	Close the active item, or quit the active program
<b>ALT+<i>Underlined letter in a menu name</i></b>	Display the corresponding menu for an underlined letter
<b>Shortcuts Using the Function Keys</b>	
<b>F1</b>	Display Windows Help
<b>F2</b>	Rename the selected item
<b>F3</b>	Search for a file or folder
<b>F4</b>	Display the Address bar list in My Computer or Windows Explorer
<b>F5</b>	Update the active window
<b>F6</b>	Cycle through the screen elements in a window or on the desktop