

Keyboard shortcuts

Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving you time and effort as you work with Windows and other programs.

Most programs also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of programs for accelerator keys. If a letter is underlined in a menu, that usually means that pressing the Alt key in combination with the underlined key will have the same effect as clicking that menu item. Pressing the Alt key in some programs, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them. You can also create new keyboard shortcuts to open programs.

The following tables contain keyboard shortcuts that can help make your computer easier to use.

General keyboard shortcuts.

<u>Press these keys</u>	<u>To do this</u>
F1	Display Help
Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Delete (or Ctrl+D)	Delete the selected item and move it to the Recycle Bin
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
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 with 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+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+A	Select all items in a document or window
F3	Search for a file or folder
Alt+Enter	Display properties for the selected item
Alt+F4	Close the active item, or exit the active program
Alt+Spacebar	Open the shortcut menu for the active window
Ctrl+F4	Close the active document (in programs that allow you to have multiple documents open simultaneously)
Alt+Tab	Switch between open 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
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 Windows Explorer
Shift+F10	Display the shortcut menu for the selected item
Ctrl+Esc	Open the Start menu
Alt+underlined letter	Display the corresponding menu
Alt+underlined letter	Perform the menu command (or other underlined command)
F10	Activate the menu bar in the active 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 (or Ctrl+R)	Refresh the active window
Alt+Up Arrow	View the folder one level up in Windows Explorer
Esc	Cancel the current task
Ctrl+Shift+Esc	Open Task Manager
Shift when you insert a CD	Prevent the CD from automatically playing
Left Alt+Shift	Switch the input language when multiple input languages are enabled
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are enabled
Right or Left Ctrl+Shift	Change the reading direction of text in right-to-left reading languages

Windows Explorer windows or folders keyboard shortcuts

Press these keys

To do this

Ctrl+N	Open a new window
Ctrl+W	Close the current window
Ctrl+Shift+N	Create a new folder
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window
Ctrl+Period (.)	Rotate a picture clockwise
Ctrl+Comma (,)	Rotate a picture counter-clockwise
Num Lock+Asterisk (*) (numeric Keypad)	Display all subfolders under the selected folder
Num Lock+Plus Sign (+) (numeric Keypad)	Display the contents of the selected folder
Num Lock+Minus Sign (-) (numeric Keypad)	Collapse the selected folder

Left Arrow	Collapse the current selection (if it's expanded), or select the parent folder
Alt+Enter	Open the Properties dialog box for the selected item
Alt+P	Display the preview pane
Alt+Left Arrow	View the previous folder
Backspace	View the previous folder
Right Arrow	Display the current selection (if it's collapsed), or select the first subfolder
Alt+Right Arrow	View the next folder
Alt+Up Arrow	View the parent folder
Ctrl+Shift+E	Display all folders above the selected folder
Ctrl+Mouse scroll wheel	Change the size and appearance of file and folder icons
Alt+D	Select the address bar
Ctrl+E	Centers the selected item
Ctrl+F	Select the search box