

General Keyboard Shortcuts for Windows XP Vista

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This article lists keyboard shortcuts that you can use with Windows. These 100+ keyboard shortcuts can help you navigate Windows XP faster than ever. This article describes the keyboard shortcuts that are available in Windows XP, Vista.

Keyboard Shortcuts

- **CTRL+C** (Copy)
- **CTRL+X** (Cut)
- **CTRL+V** (Paste)
- **CTRL+Z** (Undo)
- **DELETE** (Delete)
- **SHIFT+DELETE** (Delete the selected item permanently without placing the item in the Recycle Bin)
- **CTRL** while dragging an item (Copy the selected item)
- **CTRL+SHIFT** while dragging an item (Create a shortcut to the selected item)
- **F2** key (Rename the selected item)
- **CTRL+RIGHT ARROW** (Move the insertion point to the beginning of the next word)
- **CTRL+LEFT ARROW** (Move the insertion point to the beginning of the previous word)
- **CTRL+DOWN ARROW** (Move the insertion point to the beginning of the next paragraph)
- **CTRL+UP 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 or on the desktop, or select text in a document)
- **CTRL+A** (Select all)
- **F3** key (Search for a file or a folder)
- **ALT+ENTER** (View the properties for the selected item)
- **ALT+F4** (Close the active item, or quit the active program)

- ALT+ENTER (Display the properties of the selected object)
- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (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 key (Update 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-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC (Open Task Manager)

Dialog box keyboard shortcuts

If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection. To cancel extended selection mode, press SHIFT+F8 again. Extended selection mode cancels itself when you move the focus to another control.

- CTRL+TAB (Move forward through the tabs)

- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)
- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active 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 key (Display Help)
- F4 key (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)

Microsoft natural keyboard shortcuts

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the System Properties dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)
- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)
- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the Run dialog box)
- Windows Logo+U (Open Utility Manager)

Accessibility keyboard shortcuts

- Right SHIFT for eight seconds (Switch FilterKeys either on or off)
- Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
- Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)

- SHIFT five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
- Windows Logo +U (Open Utility Manager)

Windows Explorer Keyboard Shortcuts

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
- NUM LOCK+Plus sign (+) (Display the contents of the selected folder)
- NUM LOCK+Minus sign (-) (Collapse the selected folder)
- LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut keys for Character Map

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:

- RIGHT ARROW (Move to the right or to the beginning of the next line)
- LEFT ARROW (Move to the left or to the end of the previous line)
- UP ARROW (Move up one row)
- DOWN ARROW (Move down one row)
- PAGE UP (Move up one screen at a time)
- PAGE DOWN (Move down one screen at a time)
- HOME (Move to the beginning of the line)
- END (Move to the end of the line)
- CTRL+HOME (Move to the first character)

- **CTRL+END** (Move to the last character)
- **SPACEBAR** (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC) main window keyboard shortcuts

- **CTRL+O** (Open a saved console)
- **CTRL+N** (Open a new console)
- **CTRL+S** (Save the open console)
- **CTRL+M** (Add or remove a console item)
- **CTRL+W** (Open a new window)
- **F5 key** (Update the content of all console windows)
- **ALT+SPACEBAR** (Display the MMC window menu)
- **ALT+F4** (Close the console)
- **ALT+A** (Display the Action menu)
- **ALT+V** (Display the View menu)
- **ALT+F** (Display the File menu)
- **ALT+O** (Display the Favorites menu)

MMC Console Window Keyboard Shortcuts

- **CTRL+P** (Print the current page or active pane)
- **ALT+Minus sign (-)** (Display the window menu for the active console window)
- **SHIFT+F10** (Display the Action shortcut menu for the selected item)
- **F1 key** (Open the Help topic, if any, for the selected item)
- **F5 key** (Update the content of all console windows)
- **CTRL+F10** (Maximize the active console window)
- **CTRL+F5** (Restore the active console window)
- **ALT+ENTER** (Display the Properties dialog box, if any, for the selected item)
- **F2 key** (Rename the selected item)
- **CTRL+F4** (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote Desktop Connection Keyboard Shortcuts

- **CTRL+ALT+END** (Open the Microsoft Windows NT Security dialog box)
- **ALT+PAGE UP** (Switch between programs from left to right)
- **ALT+PAGE DOWN** (Switch between programs from right to left)
- **ALT+INSERT** (Cycle through the programs in most recently used order)
- **ALT+HOME** (Display the Start menu)
- **CTRL+ALT+BREAK** (Switch the client computer between a window and a full screen)
- **ALT+DELETE** (Display the Windows menu)
- **CTRL+ALT+Minus sign (-)** (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)
- **CTRL+ALT+Plus sign (+)** (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

Microsoft Internet Explorer Keyboard Shortcuts

- **CTRL+B** (Open the Organize Favorites dialog box)
- **CTRL+E** (Open the Search bar)
- **CTRL+F** (Start the Find utility)
- **CTRL+H** (Open the History bar)
- **CTRL+I** (Open the Favorites bar)
- **CTRL+L** (Open the Open dialog box)
- **CTRL+N** (Start another instance of the browser with the same Web address)
- **CTRL+O** (Open the Open dialog box, the same as CTRL+L)
- **CTRL+P** (Open the Print dialog box)
- **CTRL+R** (Update the current Web page)
- **CTRL+W** (Close the current window)

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