

CTRL and A Selects all the items in the active window.

CTRL and C Copies the item or items to the Clipboard and can be pasted using CTRL and V.

CTRL and F Displays the Find all files dialog box.

CTRL and G Displays the Go to folder dialog box.

CTRL and N Displays the New dialog box.

CTRL and O Displays the Open dialog box.

CTRL and P Displays the Print dialog box.

CTRL and S Displays the Save dialog box.

CTRL and V Pastes the copied item or items from the Clipboard.

CTRL and X Cuts the item or items selected to the Clipboard.

CTRL and Z Undoes the last action.

CTRL and F4 Closes the active document window.

CTRL while dragging an item Copy the selected item

CTRL+SHIFT with arrow keys Highlight a block of text

CTRL+F4 Close the active document

CTRL+ESC Display the Start menu

CTRL and F6 Opens the next document window in the active application.

ALT+ENTER View the properties for the selected item

ALT+F4 Close the active item, or quit the active program

ALT+SPACEBAR Open the shortcut menu for the active window

ALT+TAB Switch between the open items

ALT+ESC Cycle through items in the order that they had been opened

F1 key Gives help on the active window or selected item.

F2 key Rename the selected item

F3 key Search for a file or a folder

F4 key Display the Address bar list in My Computer or Windows Explorer

F5 key Update the active window

F6 key Cycle through the screen elements in a window or on the desktop

F10 key Activate the menu bar in the active program

Windows Logo Display or hide the Start menu

Windows Logo+PAUSE 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

TAB Move forward through the options

SHIFT+TAB Move backward through the options

CTRL+TAB Move forward through the tabs

CTRL+SHIFT+TAB Move backward through the tabs

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

F1 key Display Help

F4 key Display the items in the active list

Arrow keys Select a button if the active option is a group of option buttons

BACKSPACE Open a folder one level up if a folder is selected in the Save As or Open dialog box

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