

- \* 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 Internet Explorer navigation

- \* 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)