

## **Windows Keyboard Shortcuts**

For more information, reference <http://www.seoconsultants.com/windows/keyboard/>

### **Most Common Keyboard Shortcuts in Windows**

- \* CTRL+C (Copy)
- \* CTRL+X (Cut)
- \* CTRL+V (Paste)
- \* CTRL+Z (Undo)
- \* DELETE (Delete)
- \* SHIFT+DELETE (Delete the 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 row)
- \* 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)
- \* 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 drive (Keep the CD-ROM from automatically playing)

### **Dialog Box Keyboard Shortcuts**

- \* 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)

### **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)

### **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)