

Common Keyboard Shortcuts

Shortcut Keys	Function
WIN	Display or hide the Start menu.
WIN+BREAK	Display the System Properties dialog box.
WIN+D	Minimizes all Windows and shows the Desktop
WIN+E	Open <i>Windows Explorer</i>
WIN+F	Search for a file or folder.
WIN+F+CTRL	Search for computers.
WIN+F1	Display Windows 2000 Help.
WIN+M	Minimize or restore all windows.
WIN+R	Open the Run dialog box.
WIN+TAB	Switch between open items.
WIN+U	Open Utility Manager
ALT+- (ALT+hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu.
ALT+ENTER	View properties for the selected item.
ALT+ESC	Cycle through items in the order they were opened.
ALT+F4	Close the active item, or quit the active program.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+TAB	Switch between open items.
ALT+Underlined letter in a menu name	Display the corresponding menu.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
CTRL+A	Select all.
CTRL+B	Bold
CTRL+C	Copy.
CTRL+I	Italics
CTRL+O	Open an item.
CTRL+U	Underline
CTRL+V	Paste.
CTRL+X	Cut.
CTRL+Z	Undo.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.

CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to 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.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
ESC	Cancel the current task.
F1	Displays Help
F2	Rename selected item.
F3	Search for a file or folder.
F4	Display the Address bar list in My Computer or Windows Explorer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window or on the desktop.
F10	Activate the menu bar in the active program.
SHIFT+F10	Display the shortcut menu for the selected item.
CTRL+ESC	Display the Start menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
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.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

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