Keyboard Shortcuts

Windows Shortcuts

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 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
CTRL while dragging Copy selected item
CTRL+SHIFT while dragging Create shortcut to selected Icon
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
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

Keyboard Shortcuts

CTRL+ESC Display the Start menu
SHIFT+CTRL+ESC Launches Task Manager
SHIFT when you insert a CD Prevent the CD from automatically playing
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 Windows Explorer
WIN+F Search for a file or folder
WIN+F+CTRL Search for computers
WIN+L Locks the desktop
WIN+M Minimize or restore all windows
WIN+R Open the Run dialog box
WIN+TAB Switch between open items

Windows Explorer Shortcuts

ALT+SPACEBAR - Display the current window's system menu
SHIFT+F10 - Display the item's context menu
CTRL+ESC - Display the Start menu
ALT+TAB - Switch to the window you last used
ALT+F4 - Close the current window or quit
CTRL+A - Select all items
CTRL+X - Cut selected item(s)
CTRL+C - Copy selected item(s)
CTRL+V - Paste item(s)
CTRL+Z - Undo last action
CTRL+(+) - Automatically resize the columns in the right hand pane
TAB - Move forward through options
ALT+RIGHT ARROW - Move forward to a previous view
ALT+LEFT ARROW - Move backward to a previous view
SHIFT+DELETE - Delete an item immediately
BACKSPACE - View the folder one level up
ALT+ENTER - View an item's properties
F10 - Activate the menu bar in programs
F6 - Switch between left and right panes
F5 - Refresh window contents
F3 - Display Find application
F2 - Rename selected item

Keyboard Shortcuts

Internet Explorer Shortcuts

CTRL+A - Select all items on the current page
CTRL+D - Add the current page to your Favorites
CTRL+E - Open the Search bar
CTRL+F - Find on this page
CTRL+H - Open the History bar
CTRL+I - Open the Favorites bar
CTRL+N - Open a new window
CTRL+O - Go to a new location
CTRL+P - Print the current page or active frame
CTRL+S - Save the current page
CTRL+W - Close current browser window
CTRL+ENTER - Adds the http://www. (url) .com
SHIFT+CLICK - Open link in new window
BACKSPACE - Go to the previous page
ALT+HOME - Go to your Home page
HOME - Move to the beginning of a document
TAB - Move forward through items on a page
END - Move to the end of a document
ESC - Stop downloading a page
F11 - Toggle full-screen view
F5 - Refresh the current page
F4 - Display list of typed addresses
F6 - Change Address bar and page focus
ALT+RIGHT ARROW - Go to the next page
SHIFT+CTRL+TAB - Move back between frames
SHIFT+F10 - Display a shortcut menu for a link
SHIFT+TAB - Move back through the items on a page
CTRL+TAB - Move forward between frames
CTRL+C - Copy selected items to the clipboard
CTRL+V - Insert contents of the clipboard
ENTER - Activate a selected link
HOME - Move to the beginning of a document
END - Move to the end of a document
F1 - Display Internet Explorer Help