

Keyboard Shortcuts with Windows XP Home Edition

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When speed counts, the keyboard is still king. Almost all the actions and commands you can perform with a mouse you can perform faster using combinations of keys on your keyboard. These simple keyboard shortcuts can get you where you want to go faster than several clicks of a mouse. You'll work faster on spreadsheets and similar documents, too, because you won't lose your place switching back and forth between mouse and keys.

Here are some of the most useful keyboard shortcuts:

To	Press
Copy.	CTRL+C
Cut.	CTRL+X
Paste.	CTRL+V
Undo.	CTRL+Z
Delete.	DELETE
Delete selected item permanently without placing the item in the Recycle Bin.	SHIFT+DELETE
Copy selected item.	CTRL while dragging an item
Create shortcut to selected item.	CTRL+SHIFT while dragging an item
Rename selected item.	F2
Move the insertion point to the beginning of the next word.	CTRL+RIGHT ARROW
Move the insertion point to the beginning of the previous word.	CTRL+LEFT ARROW
Move the insertion point to the beginning of the next paragraph.	CTRL+DOWN ARROW
Move the insertion point to the beginning of the previous paragraph.	CTRL+UP ARROW
Highlight a block of text.	CTRL+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 with any of the arrow keys
Select all.	CTRL+A
Search for a file or folder.	F3
View properties for the selected item.	ALT+ENTER
Close the active item, or quit the active program.	ALT+F4
Opens the shortcut menu for the active window.	ALT+SPACEBAR
Close the active document in programs that allow you to have multiple documents open simultaneously.	CTRL+F4

Switch between open items.	ALT+TAB
Cycle through items in the order they were opened.	ALT+ESC
Cycle through screen elements in a window or on the desktop.	F6
Display the Address bar list in My Computer or Windows Explorer.	F4
Display the shortcut menu for the selected item.	SHIFT+F10
Display the System menu for the active window.	ALT+SPACEBAR
Display the Start menu.	CTRL+ESC
Display the corresponding menu.	ALT+Underlined letter in a menu name
Carry out the corresponding command.	Underlined letter in a command name on an open menu
Activate the menu bar in the active program.	F10
Open the next menu to the right, or open a submenu.	RIGHT ARROW
Open the next menu to the left, or close a submenu.	LEFT ARROW
Refresh the active window.	F5
View the folder one level up in My Computer or Windows Explorer.	BACKSPACE
Cancel the current task.	ESC
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

Use these keyboard shortcuts for dialog boxes:

To	Press
Move forward through tabs.	CTRL+TAB
Move backward through tabs.	CTRL+SHIFT+TAB
Move forward through options.	TAB
Move backward through options.	SHIFT+TAB
Carry out the corresponding command or select the corresponding option.	ALT+Underlined letter
Carry out the command for the active option or button.	ENTER
Select or clear the check box if the active option is a check box.	SPACEBAR
Select a button if the active option is a group of option buttons.	Arrow keys
Display Help.	F1
Display the items in the active list.	F4
Open a folder one level up if a folder is selected in the Save As or Open dialog box.	BACKSPACE

If you have a Microsoft Natural Keyboard, or any other compatible keyboard that includes the Windows logo key  and the Application key , you can use these keyboard shortcuts:

To	Press
Display or hide the Start menu.	
Display the System Properties dialog box.	 +BREAK
Show the desktop.	 +D
Minimize all windows.	 +M
Restores minimized windows.	 +Shift+M
Open My Computer.	 +E
Search for a file or folder.	 +F
Search for computers.	CTRL+  +F
Display Windows Help.	 +F1
Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.	 + L
Open the Run dialog box.	 +R
Display the shortcut menu for the selected item.	
Open Utility Manager.	 +U

Helpful accessibility keyboard shortcuts:

To	Press
Switch FilterKeys on and off.	Right SHIFT for eight seconds
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT SCREEN
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch StickyKeys on and off.	SHIFT five times
Switch ToggleKeys on and off.	NUM LOCK for five seconds
Open Utility Manager.	 +U

Keyboard shortcuts you can use with Windows Explorer:

To	Press
Display the bottom of the active window.	END
Display the top of the active window.	HOME

Display all subfolders under the selected folder.	NUM LOCK+ASTERISK on numeric keypad (*)
Display the contents of the selected folder.	NUM LOCK+PLUS SIGN on numeric keypad (+)
Collapse the selected folder.	NUM LOCK+MINUS SIGN on numeric keypad (-)
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display current selection if it's collapsed, or select first subfolder.	RIGHT ARROW

Notes

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the +L will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.