

Windows XP Key- board Shortcuts



Key / Key Combo	Command
(Windows Key) or Ctrl+Esc	Opens the Start Menu
<arrow keys> <right arrow> Enter	Navigate Start Menu Right arrow expands menus Enter to select
(Mouse Menu Key)	Same as right-click
. B	Select first program in System Tray - use arrow keys to advance (pause to see tooltip)
. D	Toggle minimize/show all windows
. E	Opens My Computer in Windows Explorer
. F	Opens the Find dialog box
. Ctrl + F	Opens Search for Network Computers dialog box
. F1	Opens Windows Help
+ L	Lock computer
. M	Minimize all windows
. Pause/Break	Opens System Properties
. R	Opens the Run dialog box
. Shift + M	Restore minimized windows
. Tab	Cycle through programs in the taskbar
. Shift + Tab	Cycle through programs in the taskbar in reverse order
. U	Opens Utility Mgr

Key / Key Combo	Command
F1	Invokes Help
F2	Rename selected item
F3	Search for a file or folder
F4	Expand Address Bar in Windows Explorer (insert cell in Excel; copy and paste all text in Word)
F5	Refresh Windows Explorer
F6 or Tab or Shift + Tab	With windows minimized, move through Windows elements
Tab (or Shift+Tab)	Cycle through form elements in web browser; move right (or left) to next cell in Excel
Shift + F10	Opens right-click menu
Right-click + drag icon / file	Opens option dialog for Copy, Move, Shortcut, or Cancel
Num Key -	Collapse selected folder in Windows Explorer
Num Key *	Expand selected folder all levels in Windows Explorer
Num Key +	Expand selected folder one level in Windows Explorer
Alt or F10	Moves focus to program menu bar
<up/down arrow>	Move through menu items once focus set (Alt or F10)
<left/right arrow>	Moves across menu items once focus set (Alt or F10)
Alt + <left/right arrow>	Back/Forward browser page
Alt + <underlined character>	Select Menu item



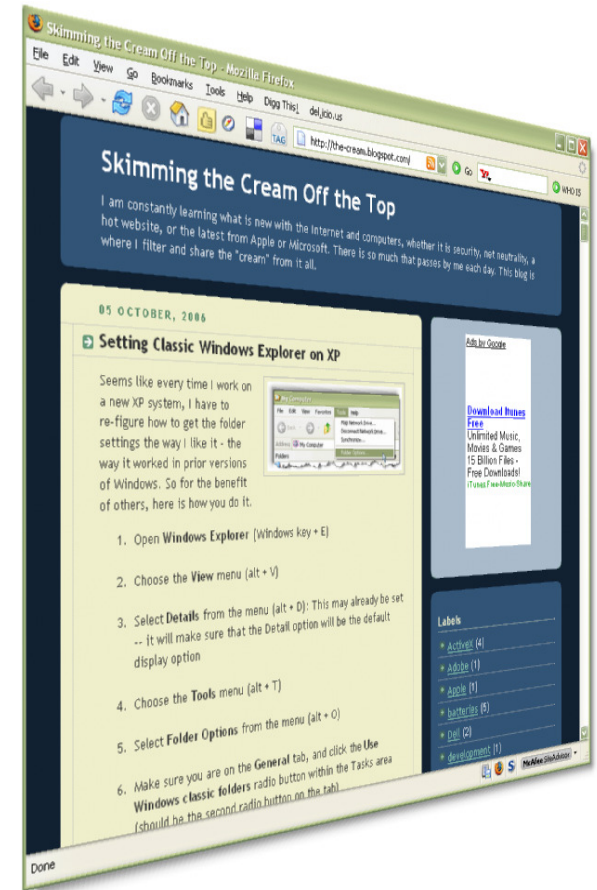
Key / Key Combo	Command
Alt + Enter	Opens properties of selected icon; Deletes cell/shift cells up in Excel
Alt + Esc	Cycles through programs in launch order
Alt + F4	Within windows: opens Shutdown dialog; In a program: closes program
Alt + Prt Scr/SysRq	Captures screenshot of active program to Clipboard
Alt + Space	Opens icon menu (upper-left) in program Title bar
Alt + Space + C	Closes active program
Alt + Tab	Cycle through / switch open programs
Alt + Shift + Tab	Cycle through in reverse order
Shift + Delete	Delete instead of sending to the Recycle Bin
Shift + Inserting CD Insert	Disables Autorun
Delete	Toggle insert to add or to overwrite
Delete	Send files to Recycle Bin
Esc	Cancel dialog box / closes expanded menu

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Key / Key Combo	Command
Ctrl + Alt + Del	Windows Security dialog box or Opens Windows Task Manager (depends on security settings)
Ctrl + drag icon / file	Creates a copy
Ctrl + Shift + drag icon / file	Creates a shortcut
Ctrl + Shift + Esc	Open Windows Task Manager
Ctrl + A	Select all
Ctrl + B	Bold selected text / set to Bold
Ctrl + C	Copy to the Clipboard
Ctrl + D	Unselect all
Ctrl + I	Italicize selected text / set to Italic
Ctrl + O	Opens Open dialog box
Ctrl + U	Underline selected text / set to Underline
Ctrl + V	Paste from the Clipboard
Ctrl + X	Cut to the Clipboard
Ctrl + Y	Redo
Ctrl + Z	Undo
Ctrl + <left/right arrow>	Move cursor to beginning/end of word
Ctrl + <up/down arrow>	Move cursor to beginning/end of paragraph
Ctrl + Shift + <left/right arrow>	From cursor, select word
Shift + <arrow key>	From cursor, select text
Ctrl + End	Go to the end of a document or last cell
End	Go to the end of a line
Ctrl + Home	Go to the beginning of a document
Home	Go to the beginning of a line (in Word, Notepad, etc.) / first cell in a row

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