A Whole Lotta Keyboard Shortcuts

REMEMBER:

Press means to press and release the key. Hold means press and hold the key down. In general, when you carry out the tips that use more than one key, press and hold down the first key, press the second key, and let go of both keys as soon as you press the second key.

General Shortcuts

<ALT> + <F4> - Quit a program/Shut down.

<ALT> + <TAB> - Hold down the <ALT> key and press the <TAB> key to cycle through multiple open windows. Let go when the box is on the program you want to bring to the screen.

<CTRL> + <ESC> - Display the Start menu.

<TAB> - Move the blinker forward to the next box on a web form.

<SHIFT> + <TAB> - Move the blinker back to a previous box on a web form.

<CTRL> + X - Cut

<CTRL> + C - Copy

<CTRL> + V - Paste

<F1> - Help menu

<CTRL> + Z - Undo

<SHIFT> & Restart - To restart Windows only, hold down the <SHIFT> key when you click the Restart button on the shutdown screen. This keeps the computer from going through a complete reboot, and just restarts the operating system.

<CTRL> + <TAB> - Navigate tabs on a tabbed screen, e.g. Internet Explorer 7.

File and Desktop Shortcuts

Hold <SHIFT> while inserting a CD - Prevents the CD from starting automatically.

If an item is selected (e.g. in an open window with a list of file names):

<CTRL> while dragging a file copies the file.

<CTRL> + <SHIFT> while dragging a file creates a shortcut to the file.

<SHIFT> + <DELETE> - Deletes an item permanently; it does not get sent to the Recycle Bin.

<ALT> + <ENTER> - Display a file's properties.

<F2> - Rename a file.

In Windows Explorer:

LEFT ARROW - Collapse the current folder if it's expanded (change the – sign to a + sign in front of a folder name).

RIGHT ARROW - Expand the current selection if it is collapsed (change the + sign to a – sign in front of a folder name).

In My Computer:

<BACKSPACE> - View the folder one level up.

<ALT> + RIGHT ARROW - Move forward to a previous view.

<ALT> + LEFT ARROW - Move backward to a previous view.

Internet Browser Shortcuts

These should work for both Internet Explorer 6 and 7:

Open History Window	<CTRL> + <SHIFT> + H (press these keys again to close the History window
Reload	<CTRL> + R
Back (Previous Page)	<ALT> + Left Arrow
Forward (Next Page)	<ALT> + Right Arrow
Stop	<Esc>
Home	<ALT> + Home
Go to Bottom of Page	End
Go to Top of Page	Home
New Window	<CTRL> + N
Close Window	<CTRL> + W
Go Up One Line	Up Arrow
Go Down One Line	Down Arrow
Full Screen (hide menus and toolbars)	<F11> (press again to get menus and toolbars back)
Find on Page	<CTRL> + F
Add Current Page to Favorites	<CTRL> + D
Print Entire Current Page	<CTRL> + P
Organize Favorites	<CTRL> + B
Maximize a Window	<ALT> + Space + X
Minimize a Window	<ALT> + Space + N
Scroll Page Up	<CTRL> + Up Arrow
Scroll Page Down	<CTRL> + Down Arrow
Select Text in Address Bar	<ALT> + D
Force Reload (not from cache)	<CTRL> + <F5>

Windows Key Shortcuts

The <Windows> key, (which is located between the <CRTL> and the <ALT> keys, and has the Microsoft logo on it) can be used in combination with other keys for faster access to various Windows commands. While the <ALT> key tends to open <u>program</u> menus (for example, <ALT> + F opens the File menu and <ALT> + E opens the Edit menu) and the <CTRL> key helps carry out actual operations (such as <CTRL> + C will copy and <CTRL> + V will paste), the Windows key will open various <u>Windows</u> tools.

Win key + R will open the Start menu's Run box.
Win key + F will open the Start menu's Find window.
Win key + E will quickly launch Windows Explorer.
Win key + Pause/Break will open the System Properties window.
Win key + M will Minimize all open windows (push them down to the Task Bar).
Win key + <SHIFT> + M will undo the minimize of all open windows.
Win key + <TAB> will cycle through items on the taskbar. Then press <Enter> to bring that window to the screen.

Pressing the <Windows> key by itself will open the Start menu. Press it again to close the Start menu.

Arrow Tricks

Use this trick with word processing programs. The next time you are using your arrow keys to go from one area of a sentence to another (left and right arrows), hold down your <CTRL> key while you press the arrow key. Instead of moving one space at a time, the blinker will move one word at a time.

If you are using the up and down arrows to go from line to line, hold down the <CTRL> key. This will make the blinker jump from paragraph to paragraph (from carriage return to carriage return).

You can also use the arrow keys to select (highlight) text. Hold down the <SHIFT> key while you press and release an arrow key. (To select faster,

hold down the arrow key.) The text the blinker moves through will become selected.

Combine the last two suggestions to select even faster: hold down the <SHIFT> key and <CTRL> at the same time, and press the arrow key in the direction you want to select. You'll select text one word (or paragraph) at a time as you arrow along.

Home/End Keys (located in the group of keys where the <Delete> key is)

Do you ever find yourself using the mouse and the scroll bar to look for a document in a folder that has a lot of items? To get to the top of the folder quickly, press <CTRL> + Home. To get to the bottom of the folder, press <CTRL> + End.

This shortcut works on more than just folders. If you use the Home key in most word processing programs (e.g. Word, WordPad, WordPerfect) and many e-mail programs, the blinker moves to the beginning of the line you are currently working on. If you hit the End key, the blinker moves to the end of the current line. If you press and hold the <CTRL> key, and then press and release the <Home> key, the blinker will move to the beginning of the document. Similarly, press and hold the <CTRL> key, and then press and release the <End>, the blinker will move to the end of the document.