

Windows Server 2003 Keyboard Shortcuts

Windows Key+U	Open Utility Manager.
Windows Key+TAB	Select and cycle through the taskbar buttons.
Windows Key+Shift+M	Restore minimized windows.
Windows Key+R	Open the Run dialog box.
Windows Key+M	Minimize all windows.
Windows Key+L	Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.
Windows Key+F1	Display Windows Help.
Windows Key+F	Search for a file or folder.
Windows Key+E	Open My Computer.
Windows Key+D	Show the desktop.
Windows Key+CTRL+F	Search for computers.
Windows Key+BREAK	Display the System Properties dialog box.
Windows Key	Display or hide the Start menu.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option.
TAB	Move forward through options in a dialog box.
SPACEBAR	Select or clear the check box if the active option is a check box in a dialog box.
Shift+TAB	Move backward through options in a dialog box.
Shift+PAGE DOWN	Select items below an already selected item.
Shift+PAGE UP	Select items above an already selected item.
Shift+HOME	Select the first item in an extended list.
Shift+INSERT	Paste copied items from the Clipboard.
Shift+F10	Display the shortcut menu for the selected item.
Shift+END	Select the last item in an extended list.
Shift+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
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.
Shift five times	Switch StickyKeys on and off.
Right Shift for eight seconds	Switch FilterKeys on and off.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
PRINT SCREEN	Copy an image of the screen to the Clipboard.
PLUS SIGN (on the numeric keypad)	Expand everything under the current selection back to a previously opened state in Windows Explorer.
PAGE UP	Go to the top item on the screen.
PAGE DOWN	Go to the bottom item on the screen.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the selected folder.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK for five seconds	Switch ToggleKeys on and off.
MINUS SIGN (on the numeric keypad)	Close everything under the current selection in Windows Explorer.
Menu key	Display the shortcut menu for the selected item.
LEFT ARROW	Open the next menu to the left, or close a submenu.
Left ALT +left Shift +PRINT SCREEN	Switch High Contrast on and off.
Left ALT +left Shift +NUM LOCK	Switch MouseKeys on and off.
HOME	Display the top of the active window.
F6	Cycle through screen elements in a window or on the desktop.

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F5	Refresh the active window.
F4	Display the items in the active list.
F4	Display the Address bar list in My Computer or Windows Explorer.
F3	Search for a file or folder.
F2	Rename selected item.
F10	Activate the menu bar in the active program.
F1	Display Help.
ESC	Close an open menu.
ESC	Cancel the current task.
ENTER	Carry out the command for the active option or button in a dialog box.
END	Display the bottom of the active window.
DOWN ARROW OR UP ARROW	Display the next or previous tab page in dialog boxes.
DELETE	Delete.
CTRL+Z	Undo.
CTRL+X	Cut.
CTRL+Windows Key+F	Search for computers.
CTRL+V	Paste.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+TAB	Move forward through tabs in a dialog box.
CTRL+SPACEBAR	Select or deselect the active item.
CTRL+Shift+TAB	Move backward through tabs in a dialog box.
CTRL+Shift with any of the arrow keys	Highlight a block of text.
CTRL+Shift while dragging an item	Create shortcut to selected item.
CTRL+S	Open the Save dialog box.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL PAGE DOWN	Move to additional items below an already selected item, without selecting the additional items.
CTRL+PAGE UP	Move to additional items above an already selected item, without selecting the additional items.
CTRL+P	Open the Print dialog box.
CTRL+N	Open the New dialog box.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
CTRL+ESC	Display the Start menu.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+C	Copy.
CTRL+ALT+DELETE	Display the Windows Security dialog box.
CTRL+A	Select all.
CTRL while dragging an item	Copy selected item to a folder.
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box in a dialog box.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
Arrow keys	Select a button if the active option is a group of option buttons in a dialog box.
ALT+Underlined letter in a menu name	Display the corresponding menu.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option in a dialog box.
ALT+TAB	Switch between open items.
ALT+Shift+TAB	Move from the active window to the previously used window.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+SPACEBAR	Open the shortcut menu for the active window.
ALT+SPACEBAR+C	Close the active window.
ALT+SPACEBAR+N	Minimize the active window.

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SPACEBAR+R	Restore the active window.
ALT+SPACEBAR+X	Maximize the active window if it is minimized.
ALT+Shift+ESC	Cycle through items in the order they were opened.
ALT+PRINTSCREEN	Copy the active window to the Windows Clipboard.
ALT+F4	Close the active item, or quit the active program.
ALT+ESC	Cycle through items in the order they were opened.
ALT+Enter	Display the properties of the selected object.
ALT+ENTER	View properties for the selected item.

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