

# Windows Server 2003 Keyboard Shortcuts

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

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

# Windows Server 2003 Keyboard Shortcuts

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

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