

# Windows XP Keyboard Shortcuts

## General keyboard shortcuts

<b>CTRL+C</b>	Copy
<b>CTRL+X</b>	Cut
<b>CTRL+V</b>	Paste
<b>CTRL+Z</b>	Undo
<b>DELETE</b>	Delete
<b>Shift+DELETE</b>	Delete the selected item permanently without placing the item in the Recycle Bin
<b>CTRL while dragging an item</b>	Copy the selected item
<b>CTRL+Shift while dragging an item</b>	Create a shortcut to the selected item
<b>F2</b>	Rename the selected item
<b>CTRL+RIGHT ARROW</b>	Move the insertion point to the beginning of the next word
<b>CTRL+LEFT ARROW</b>	Move the insertion point to the beginning of the previous word
<b>CTRL+DOWN ARROW</b>	Move the insertion point to the beginning of the next paragraph
<b>CTRL+UP ARROW</b>	Move the insertion point to the beginning of the previous paragraph
<b>CTRL+Shift with any of the arrow keys</b>	Highlight a block of text
<b>Shift with any of the arrow keys</b>	Select more than one item in a window or on the desktop, or select text in a document
<b>CTRL+A</b>	Select all
<b>F3</b>	Search for a file or a folder
<b>ALT+ENTER</b>	View the properties for the selected item
<b>ALT+F4</b>	Close the active item, or quit the active program
<b>ALT+ENTER</b>	Display the properties of the selected object
<b>ALT+SPACEBAR</b>	Open the shortcut menu for the active window
<b>CTRL+F4</b>	Close the active document in programs that enable you to have multiple documents open simultaneously
<b>ALT+TAB</b>	Switch between the open items
<b>ALT+ESC</b>	Cycle through items in the order that they had been opened
<b>F6</b>	Cycle through the screen elements in a window or on the desktop
<b>F4</b>	Display the Address bar list in My Computer or Windows Explorer
<b>Shift+F10</b>	Display the shortcut menu for the selected item
<b>ALT+SPACEBAR</b>	Display the System menu for the active window
<b>CTRL+ESC</b>	Display the Start menu
<b>ALT+Underlined letter in a menu name</b>	Display the corresponding menu
<b>Underlined letter in a cmdnd name on an open menu</b>	Perform the corresponding command
<b>F10</b>	Activate the menu bar in the active program
<b>RIGHT ARROW</b>	Open the next menu to the right, or open a submenu
<b>LEFT ARROW</b>	Open the next menu to the left, or close a submenu
<b>F5</b>	Update the active window
<b>BACKSPACE</b>	View the folder one level up in My Computer or Windows Explorer
<b>ESC</b>	Cancel the current task
<b>Shift when you insert a CD-ROM into the CD-ROM drive</b>	Prevent the CD-ROM from automatically playing
<b>CTRL+Shift+ESC</b>	Open Task Manager

## Dialog box keyboard shortcuts

<b>Info</b>	If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection. To cancel extended selection mode, press SHIFT+F8 again. Extended selection mode cancels itself when you move the focus to another control.
<b>CTRL+TAB</b>	Move forward through the tabs

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

## Microsoft natural keyboard shortcuts

<b>Windows Logo</b>	Display or hide the Start menu
<b>Windows Logo+BREAK</b>	Display the System Properties dialog box
<b>Windows Logo+B</b>	Set focus on a notification.
<b>Windows Logo+D</b>	Display the desktop
<b>Windows Logo+M</b>	Minimize all of the windows
<b>Windows Logo+Shift+M</b>	Restore the minimized windows
<b>Windows Logo+E</b>	Open My Computer
<b>Windows Logo+F</b>	Search for a file or a folder
<b>CTRL+Windows Logo+F</b>	Search for computers
<b>Windows Logo+F1</b>	Display Windows Help
<b>Windows Logo+L</b>	Lock the keyboard
<b>Windows Logo+R</b>	Open the Run dialog box
<b>Windows Logo+U</b>	Open Utility Manager

## Accessibility keyboard shortcuts

<b>Right Shift for eight seconds</b>	Switch FilterKeys either on or off
<b>Left ALT+left Shift+PRINT SCREEN</b>	Switch High Contrast either on or off
<b>Left ALT+left Shift+NUM LOCK</b>	Switch the MouseKeys either on or off
<b>Shift five times</b>	Switch the StickyKeys either on or off
<b>NUM LOCK for five seconds</b>	Switch the ToggleKeys either on or off
<b>Windows Logo +U</b>	Open Utility Manager

## Windows Explorer keyboard shortcuts

<b>END</b>	Display the bottom of the active window
<b>HOME</b>	Display the top of the active window
<b>NUM LOCK+Asterisk sign (*)</b>	Display all of the subfolders that are under the selected folder
<b>NUM LOCK+Plus sign (+)</b>	Display the contents of the selected folder
<b>NUM LOCK+Minus sign (-)</b>	Collapse the selected folder
<b>LEFT ARROW</b>	Collapse the current selection if it is expanded, or select the parent folder
<b>RIGHT ARROW</b>	Display the current selection if it is collapsed, or select the first subfolder

## Character Map

<b>RIGHT ARROW</b>	Move to the right or to the beginning of the next line
<b>LEFT ARROW</b>	Move to the left or to the end of the previous line
<b>UP ARROW</b>	Move up one row
<b>DOWN ARROW</b>	Move down one row
<b>PAGE UP</b>	Move up one screen at a time
<b>PAGE DOWN</b>	Move down one screen at a time
<b>HOME</b>	Move to the beginning of the line
<b>END</b>	Move to the end of the line

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<b>CTRL+HOME</b>	Move to the first character
<b>CTRL+END</b>	Move to the last character
<b>SPACEBAR</b>	Switch between Enlarged and Normal mode when a character is selected
<b>Microsoft Management Console (MMC) main window</b>	
<b>CTRL+O</b>	Open a saved console
<b>CTRL+N</b>	Open a new console
<b>CTRL+S</b>	Save the open console
<b>CTRL+M</b>	Add or remove a console item
<b>CTRL+W</b>	Open a new window
<b>F5</b>	Update the content of all console windows
<b>ALT+SPACEBAR</b>	Display the MMC window menu
<b>ALT+F4</b>	Close the console
<b>ALT+A</b>	Display the Action menu
<b>ALT+V</b>	Display the View menu
<b>ALT+F</b>	Display the File menu
<b>ALT+O</b>	Display the Favorites menu
<b>MMC console window keyboard shortcuts</b>	
<b>CTRL+P</b>	Print the current page or active pane
<b>ALT+Minus sign (-)</b>	Display the window menu for the active console window
<b>Shift+F10</b>	Display the Action shortcut menu for the selected item
<b>F1</b>	Open the Help topic, if any, for the selected item
<b>F5</b>	Update the content of all console windows
<b>CTRL+F10</b>	Maximize the active console window
<b>CTRL+F5</b>	Restore the active console window
<b>ALT+ENTER</b>	Display the Properties dialog box, if any, for the selected item
<b>F2</b>	Rename the selected item
<b>CTRL+F4</b>	Close the active console window. When a console has only one console window, this shortcut closes the console
<b>Remote desktop connection navigation</b>	
<b>CTRL+ALT+END</b>	Open the Microsoft Windows NT Security dialog box
<b>ALT+PAGE UP</b>	Switch between programs from left to right
<b>ALT+PAGE DOWN</b>	Switch between programs from right to left
<b>ALT+INSERT</b>	Cycle through the programs in most recently used order
<b>ALT+HOME</b>	Display the Start menu
<b>CTRL+ALT+BREAK</b>	Switch the client computer between a window and a full screen
<b>ALT+DELETE</b>	Display the Windows menu
<b>CTRL+ALT+Minus sign (-)</b>	Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.
<b>CTRL+ALT+Plus sign (+)</b>	Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.
<b>Microsoft Internet Explorer navigation</b>	
<b>CTRL+B</b>	Open the Organize Favorites dialog box
<b>CTRL+E</b>	Open the Search bar
<b>CTRL+F</b>	Start the Find utility
<b>CTRL+H</b>	Open the History bar
<b>CTRL+I</b>	Open the Favorites bar
<b>CTRL+L</b>	Open the Open dialog box
<b>CTRL+N</b>	Start another instance of the browser with the same Web address
<b>CTRL+O</b>	Open the Open dialog box, the same as CTRL+L

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<b>CTRL+P</b>	Open the Print dialog box
<b>CTRL+R</b>	Update the current Web page
<b>CTRL+W</b>	Close the current window

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts