

Windows XP Keyboard Shortcuts

General keyboard shortcuts

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

Dialog box keyboard shortcuts

Info	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.
CTRL+TAB	Move forward through the tabs

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CTRL+Shift+TAB	Move backward through the tabs
TAB	Move forward through the options
Shift+TAB	Move backward through the options
ALT+Underlined letter	Perform the corresponding command or select the corresponding option
ENTER	Perform the command for the active option or button
SPACEBAR	Select or clear the check box if the active option is a check box
Arrow keys	Select a button if the active option is a group of option buttons
F1	Display Help
F4	Display the items in the active list
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Microsoft natural keyboard shortcuts	
Windows Logo	Display or hide the Start menu
Windows Logo+BREAK	Display the System Properties dialog box
Windows Logo+B	Set focus on a notification.
Windows Logo+D	Display the desktop
Windows Logo+M	Minimize all of the windows
Windows Logo+Shift+M	Restore the minimized windows
Windows Logo+E	Open My Computer
Windows Logo+F	Search for a file or a folder
CTRL+Windows Logo+F	Search for computers
Windows Logo+F1	Display Windows Help
Windows Logo+L	Lock the keyboard
Windows Logo+R	Open the Run dialog box
Windows Logo+U	Open Utility Manager
Accessibility keyboard shortcuts	
Right Shift for eight seconds	Switch FilterKeys either on or off
Left ALT+left Shift+PRINT SCREEN	Switch High Contrast either on or off
Left ALT+left Shift+NUM LOCK	Switch the MouseKeys either on or off
Shift five times	Switch the StickyKeys either on or off
NUM LOCK for five seconds	Switch the ToggleKeys either on or off
Windows Logo +U	Open Utility Manager
Windows Explorer keyboard shortcuts	
END	Display the bottom of the active window
HOME	Display the top of the active window
NUM LOCK+Asterisk sign (*)	Display all of the subfolders that are under the selected folder
NUM LOCK+Plus sign (+)	Display the contents of the selected folder
NUM LOCK+Minus sign (-)	Collapse the selected folder
LEFT ARROW	Collapse the current selection if it is expanded, or select the parent folder
RIGHT ARROW	Display the current selection if it is collapsed, or select the first subfolder
Shortcut keys for Character Map	
RIGHT ARROW	Move to the right or to the beginning of the next line
LEFT ARROW	Move to the left or to the end of the previous line
UP ARROW	Move up one row
DOWN ARROW	Move down one row
PAGE UP	Move up one screen at a time
PAGE DOWN	Move down one screen at a time
HOME	Move to the beginning of the line
END	Move to the end of the line

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

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

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