



# Windows Keyboard Shortcuts



Become a Windows Superuser, increase efficiency and reduce strain.

Keyboard Shortcut	Effect
CTRL+ESC	Display the <b>Start</b> menu
CTRL+A	Select all
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+ALT + V	Paste Special
CTRL+Z	Undo
CTRL + SHIFT + Z	Redo
SHIFT + any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document
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
CTRL+SHIFT with any of the arrow keys	Highlight a block of text
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
F2	Rename selected item
F3	Search for a file or folder
F4	Display the Address bar list in My Computer or Windows Explorer
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously
ALT+F4	Close the active item, or quit the active program
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the menu bar in the active program
SHIFT+F10	Display the shortcut menu for the selected item
F11	Enter / Exit Fullscreen (e.g. on Internet Explorer, Google Chrome, Adobe Reader)
ALT+TAB	Switch between open items
ALT+Enter	Displays the properties of the selected object
ALT+SPACEBAR	Opens the shortcut menu for the active window
ALT+ENTER	View properties for the selected item
ALT+ESC	Cycle through items in the order they were opened
ALT+Underlined letter in a menu name	Display the corresponding menu
Underlined letter in a command name on an open menu	Carry out the corresponding command
BACKSPACE	View the folder one level up in My Computer or Windows Explorer
ESC	Cancel the current task
CTRL while dragging an item	Copy selected item
CTRL+SHIFT while dragging an item	Create shortcut to selected item