|  |  |
| --- | --- |
| Press this key | To do this |
| 1.Right Shift for eight seconds | Turn Filter Keys on and off |
| 2.Left Alt+Left Shift+PrtScn (or PrtScn) | Turn High Contrast on or off |
| 3.Left Alt+Left Shift+Num Lock | Turn Mouse Keys on or off |
| 4.Shift five times | Turn Sticky Keys on or off |
| 5.Num Lock for five seconds | Turn Toggle Keys on or off |
| 6.Windows logo key +U | Open the Ease of Access Center |

# General keyboard shortcuts

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| --- | --- |
| The following table contains general keyboard shortcuts. Press this key | To do this |
| 1.F1 | Display Help |
| 2.Ctrl+C (or Ctrl+Insert) | Copy the selected item |
| 3.Ctrl+X | Cut the selected item |
|  |  |
| 4.Ctrl+V (or Shift+Insert) | Paste the selected item |
| 5.Ctrl+Z | Undo an action |
| 6.Ctrl+Y | Redo an action |
| 7.Delete (or Ctrl+D)   |  |  | | --- | --- | | 8.Shift+Delete | Delete the selected item without moving it to the Recycle Bin first | | 9.F2 | Rename the selected item | | Delete the selected item and move it to the Recycle Bin  Delete the selected item without moving it to the Recycle Bin first  Rename the selected item |
| 10.Ctrl+Right Arrow | Move the cursor to the beginning of the next word |
| 11.Ctrl+Left Arrow | Move the cursor to the beginning of the previous word |
| 12.Ctrl+Down Arrow | Move the cursor to the beginning of the next paragraph |
| 13.Ctrl+Up Arrow | Move the cursor to the beginning of the previous paragraph |
| 14.Ctrl+Shift with an arrow key | Select a block of text |
| 14.Shift with any arrow key | Select more than one item in a window or on the desktop, or select text within a document |
| 15.Ctrl with any arrow key+Spacebar | Select multiple individual items in a window or on the desktop |
| 16.Ctrl+A | Select all items in a document or window |
| 17.F3 | Search for a file or folder |
| 18.Alt+Enter | Display properties for the selected item |
|  |  |
| 19.Alt+F4 | Close the active item, or exit the active program |
| 20.Alt+Spacebar | Open the shortcut menu for the active window |
| 21.Ctrl+F4 | Close the active document (in programs that allow you to have multiple documents open simultaneously) |
| 22.Alt+Tab | Switch between open items |
| 23.Ctrl+Alt+Tab | Use the arrow keys to switch between open items |
| 24.Ctrl+Mouse scroll wheel | Change the size of icons on the desktop |
|  |  |
| 25.Windows logo key +Tab | Cycle through programs on the taskbar by using Aero Flip 3-D |
| 26.Ctrl+Windows logo key +Tab | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D |
| 27.Alt+Esc | Cycle through items in the order in which they were opened |
| 28.F6 | Cycle through screen elements in a window or on the desktop |
| 29.F4 | Display the address bar list in Windows Explorer |
| 30.Shift+F10 | Display the shortcut menu for the selected item |
| 31.Ctrl+Esc | Open the Start menu |

|  |  |
| --- | --- |
| 32.Alt+underlined letter | Display the corresponding menu |
| 33.Alt+underlined letter | Perform the menu command (or other underlined command) |
|  |  |
| 35.F10 | Activate the menu bar in the active program |
| 36.Right Arrow | Open the next menu to the right, or open a submenu |
| 37.Left Arrow | Open the next menu to the left, or close a submenu |
| 38.F5 (or Ctrl+R) | Refresh the active window |
| 39.Alt+Up Arrow | View the folder one level up in Windows Explorer |
| 40.Esc | Cancel the current task |
| 41.Ctrl+Shift+Esc | Open Task Manager |
| 42.Shift when you insert a CD | Prevent the CD from automatically playing |
| 43.Left Alt+Shift | Switch the input language when multiple input languages are enabled |
| 44.Ctrl+Shift | Switch the keyboard layout when multiple keyboard layouts are enabled |
| 45.Right or Left Ctrl+Shift | Change the reading direction of text in right-to-left reading languages |

# Dialog box keyboard shortcuts

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|  |
| 46.Ctrl+Tab | Move forward through tabs |
| 47.Ctrl+Shift+Tab | Move back through tabs |
| Tab | Move forward through options |
| 48.Shift+Tab | Move back through options |
| 49.Tab | Move forward through options |
| 50.Shift+Tab | Move back through options |
| 51.Alt+underlined letter | Perform the command (or select the option) that goes with that letter |
| 52.Enter | Replaces clicking the mouse for many selected commands |
| 53.Spacebar | Select or clear the check box if the active option is a check box |
| 54.Arrow keys | Select a button if the active option is a group of option buttons |
| 55.F1 | Display Help |
| 56.F4 | Display the items in the active list |
| 57.Backspace | Open a folder one level up if a folder is selected in the Save As or Open dialog box |

# Windows logo key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key .

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Press this key | | | To do this | | |
| 58.Windows logo key | | | Open or close the Start menu. | | |
| 59.Windows logo key +Pause | | | Display the System Properties dialog box. | | |
| 60.Windows logo key +D | | | Display the desktop. | | |
| 61.Windows logo key +M | | | Minimize all windows. | | |
| 62.Windows logo key +Shift+M | | | Restore minimized windows to the desktop. | | |
| 63.Windows logo key +E | | | Open Computer. | | |
| 64.Windows logo key +F | | | Search for a file or folder. | | |
| 65.Ctrl+Windows logo key +F | | | Search for computers (if you're on a network). | | |
| 66.Windows logo key +L | | | Lock your computer or switch users. | | |
| 67.Windows logo key +R | | | Open the Run dialog box. | | |
| 68.Windows logo key +T | | | Cycle through programs on the taskbar. | | |
| 69.Windows logo key +number | | | Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program. | | |
| 70.Shift+Windows logo key +number | | | Start a new instance of the program pinned to the taskbar in the position indicated by the number. | | |
| 71.Ctrl+Windows logo key +number | | | Switch to the last active window of the program pinned to the taskbar in the position indicated by the number. | | |
| 72.Alt+Windows logo key +number | | | Open the Jump List for the program pinned to the taskbar in the position indicated by the number. | | |
| 73.Windows logo key +Tab | | | Cycle through programs on the taskbar by using Aero Flip 3-D. | | |
| 74.Ctrl+Windows logo key +Tab | | | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D. | | |
| 75.Ctrl+Windows logo key +B | | Switch to the program that displayed a  message in the notification area. | | |
| 76.Windows logo key +Spacebar | | Preview the desktop. | | |
| 77.Windows logo key +Up Arrow | | Maximize the window. | | |
| 78.Windows logo key +Left Arrow | | Maximize the window to the left side of the  screen. | | |
| 79.Windows logo key +Right Arrow | | Maximize the window to the right side of the  screen. | | |
| 80.Windows logo key +Down Arrow | | Minimize the window. | | |
| 81.Windows logo key +Home | | Minimize all but the active window. | | |
| 82.Windows logo key +Shift+Up Arrow | | Stretch the window to the top and bottom of  the screen. | | |
| 83.Windows logo key +Shift+Left Arrow or Right Arrow | Move a window from  one monitor to  another. | | |
| 84.Windows logo key +P | Choose a presentation  display mode. | | |

# Windows Explorer keyboard shortcuts

|  |  |
| --- | --- |
| Press this key | To do this |
| 85.Ctrl+N | Open a new window |
| 86.Ctrl+W | Close the current window |
| 87.Ctrl+Shift+N | Create a new folder |
| 88.End | Display the bottom of the active window |
| 89.Home | Display the top of the active window |
| 90.F11 | Maximize or minimize the active window |
| 91.Ctrl+Period (.) | Rotate a picture clockwise |
| 92.Ctrl+Comma (,) | Rotate a picture counter-clockwise |
| 93.Num Lock+Asterisk (\*) on numeric keypad | Display all subfolders under the selected folder |
| 94.Num Lock+Plus Sign (+) on numeric keypad | Display the contents of the selected folder |
| 95.Num Lock+Minus Sign (-) on numeric keypad | Collapse the selected folder |
| 96.Left Arrow | Collapse the current selection (if it's expanded), or select the parent folder |
| 97.Alt+Enter | Open the Properties dialog box for the selected item |
| 98.Alt+P | Display the preview pane |
| 99.Alt+Left Arrow | View the previous folder |
| 100.Backspace | View the previous folder |
| 101.Right Arrow | Display the current selection (if it's collapsed), or select the first subfolder |
| 102.Alt+Right Arrow | View the next folder |
| 103.Alt+Up Arrow | View the parent folder |
| 104.Ctrl+Shift+E | Display all folders above the selected folder |
| 105.Ctrl+Mouse scroll wheel | Change the size and appearance of file and folder icons |
| 106.Alt+D | Select the address bar |
| 107.Ctrl+E | Select the search box |
| 108.Ctrl+F | Select the search box |

# Taskbar keyboard shortcuts

|  |  |
| --- | --- |
| Press this key | To do this |
| 109.Shift+Click on a taskbar button | Open a program or quickly open another instance of a program |
| 110.Ctrl+Shift+Click on a taskbar button | Open a program as an administrator |
| 111.Shift+Right-click on a taskbar button | Show the window menu for the program |
| 112.Shift+Right-click on a grouped taskbar button | Show the window menu for the group |
| 113.Ctrl+Click on a grouped taskbar button | Cycle through the windows of the group |

# Magnifier keyboard shortcuts

|  |  |
| --- | --- |
| Press this key | To do this |
| 114.Windows logo key + Plus Sign (+) or Minus Sign 115.(-) | Zoom in or out |
| 116.Ctrl+Alt+Spacebar | Preview the desktop in full-screen mode |
| 117.Ctrl+Alt+F | Switch to full-screen mode |
| 118.Ctrl+Alt+L | Switch to lens mode |
| 119.Ctrl+Alt+D | Switch to docked mode |
| 120.Ctrl+Alt+I | Invert colors |
| 121.Ctrl+Alt+arrow keys | Pan in the direction of the arrow keys |
| 122.Ctrl+Alt+R | Resize the lens |
| 123.Windows logo key + Esc | Exit Magnifier |
| 124.Ctrl+Alt+End | Display the Windows Security dialog box. |
| 125.Alt+Delete | Display the system menu. |
| 126.Ctrl+Alt+Minus Sign (-) on the numeric keypad | Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+PrtScn on a local computer). |
| 127.Ctrl+Alt+Plus Sign (+) on the numeric keypad | Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing PrtScn on a local computer). |
| 128.Ctrl+Alt+Right Arrow | “Tab” out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program. |
| 129.Ctrl+Alt+Left Arrow | “Tab” out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program. |

# Paint keyboard shortcuts

|  |  |
| --- | --- |
| Press this key | To do this |
| 130.Ctrl+N | Create a new picture |
| 131.Ctrl+O | Open an existing picture |
| 132.Ctrl+S | Save changes to a picture |
| 133.F12 | Save the picture as a new file |
| 134.Ctrl+P | Print a picture |
| 135.Alt+F4 | Close a picture and its Paint window |
| 136.Ctrl+Z | Undo a change |
| 137.Ctrl+Y | Redo a change |