














## Selected Windows Keyboard Shortcuts

CPR101

General	
Delete or Ctrl+D	Delete the selected item and move it to the Recycle Bin
Shift+Delete	Delete the selected item immediately (without moving it to the Recycle Bin first)
F2	Rename the selected item
Ctrl+Shift with an arrow key	Select a block of text
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Ctrl with any arrow key+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+A	Select all items in a document or window
F3 or Ctrl+F	Search for a file or folder
Alt+Enter	Display properties for the selected item
Alt+F4	Close the active item, or exit the active program
Alt+Spacebar	Open the shortcut menu for the active window
Ctrl+F4	Close the active document (in programs that allow you to have multiple documents open simultaneously)
Alt+Tab	Switch between open items
F4	Select/display the address bar list in Windows Explorer
Ctrl+Esc	Open the Start menu
Shift+F10	Display the shortcut menu for the selected item (same as a right-click)
Alt+underlined letter	Display the corresponding menu / Perform the menu command (or other underlined command)
F5 or Ctrl+R	Refresh the active window
Ctrl+Mouse scroll wheel	Change the size of items in the current window
Arrow keys	Navigate the current menu or window, and also open or close submenu
Ctrl+Shift+Esc	Open Task Manager
Esc	Cancel the current task

Windows logo key	
	Open or close the Start menu.
 +Pause	Display the System Properties dialog box.
 +D	Display the desktop.
 +M	Minimize all windows.
 +Shift+M	Restore minimized windows to the desktop.
 +E	Open Computer.
 +F	Search for a file or folder.
 +L	Lock your computer or switch users.
 +R	Open the Run dialog box.
 +Ctrl +B	Switch to the program that displayed a message in the notification area.
 +Up Arrow	Maximize the window
 +Left Arrow / Right Arrow	Maximize the window to the left (or right) side of the screen
 +Down Arrow	Minimize the window.

## Selected Windows Keyboard Shortcuts

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Common	
F1	Open Help
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+S	Save changes to a document
Ctrl+P	Print a document
Alt+F4	Close
Ctrl+Z	Undo a change
Ctrl+Y	Redo a change
Ctrl+A	Select the entire document
Ctrl+X	Cut a selection
Ctrl+C	Copy a selection to the Clipboard
Ctrl+V	Paste a selection from the Clipboard
Ctrl+F	Find text in a document
F3	Find the next instance of the text in the Find dialog box
Ctrl+H	Replace text in a document
Ctrl+Left Arrow	Move the cursor one word to the left
Ctrl+Right Arrow	Move the cursor one word to the right
Ctrl+Up Arrow	Move the cursor to the line/paragraph above
Ctrl+Down Arrow	Move the cursor to the line/paragraph below
Ctrl+Home	Move to the beginning of the document
Ctrl+End	Move to the end of the document
Ctrl+Page Up	Move up one page
Ctrl+Page Down	Move down one page

Windows Explorer	
Ctrl+N	Open a new window
Ctrl+W	Close the current window
Ctrl+Shift+N	Create a new folder
End	Navigate to the bottom of the active window
Home	Navigate to the top of the active window
Ctrl+Period (.)	Rotate a picture clockwise
Ctrl+Comma (,)	Rotate a picture counter clockwise
Left Arrow	Collapse the current selection (if it's expanded), or select the parent folder
Alt+Enter	Open the Properties dialog box for the selected item
Backspace	View the previous folder
Right Arrow	Display the current selection (if it's collapsed), or select the first subfolder
Alt+Up Arrow	View the parent folder
Ctrl+Shift+E	Display all folders above the selected folder
Alt+D	Select the address bar

Dialog box	
Ctrl+Tab	Move forward through tabs
Ctrl+Shift+Tab	Move back through tabs
Tab	Move forward through options
Shift+Tab	Move back through options
Alt+underlined letter	Perform the command (or select the option) that goes with that letter
Enter	Replaces clicking the mouse for many selected commands
Spacebar	Select or clear check box
Arrow keys	Select a button if the active option is a group of option buttons
F4	Display the items in the active list