ABDUL QADIR
MATRIX COMPUTER, KHULNA
CELL: 01715915735, 01198099855

SOME IMPORTANT KEYBOARD COMMAND (SHORTCUT KEY)	
CTRL and A	Selects all the items in the active window.
CTRL and C	Copies the item or items to the Clipboard and can be pasted using CTRL and V.
CTRL and F	Displays the Find all files dialog box.
CTRL and G	Displays the Go to folder dialog box.
CTRL and N	Displays the New dialog box.
CTRL and O	Displays the Open dialog box.
CTRL and P	Displays the Print dialog box.
CTRL and S	Displays the Save dialog box.
CTRL and V	Pastes the copied item or items from the Clipboard.
CTRL and X	Cuts the item or items selected to the Clipboard.
CTRL and Z	Undoes the last action.
CTRL and F4	Closes the active document window.
TRL while dragging an item	Copy the selected item
CTRL+SHIFT with arrow keys	Highlight a block of text
CTRL+F4	Close the active document
CTRL+ESC	Display the Start menu
CTRL and F6	Opens the next document window in the active application.
ALT+ENTER	View the properties for the selected item
ALT+F4	Close the active item, or quit the active program
ALT+SPACEBAR	Open the shortcut menu for the active window
ALT+TAB	Switch between the open items
ALT+ESC	Cycle through items in the order that they had been opened
F1 key	Gives help on the active window or selected item.
F2 key	Rename the selected item
F3 key	Search for a file or a folder
F4 key	Display the Address bar list in My Computer or Windows Explorer
F5 key	Update the active window
F6 key	Cycle through the screen elements in a window or on the desktop
F10 key	Activate the menu bar in the active program
Windows Logo	Display or hide the Start menu
Windows Logo+BREAK	Display the **System Properties** dialog box
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
TAB	Move forward through the options
SHIFT+TAB	Move backward through the options
CTRL+TAB	Move forward through the tabs
CTRL+SHIFT+TAB	Move backward through the tabs
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
F1 key	Display Help
F4 key	Display the items in the active list
Arrow keys	Select a button if the active option is a group of option buttons
BACKSPACE	Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box
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

Dialog box keyboard shortcuts

Press	To
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.
SHIFT+TAB	Move backward through options.
ALT+Underlined letter	Carry out the corresponding command or select the corresponding option.
ENTER	Carry out 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.

Natural keyboard shortcuts

You can use the following keyboard shortcuts with a Microsoft Natural Keyboard or any other compatible keyboard that includes the Windows logo key (⊞)

Press	To
⊞	Display or hide the **Start** menu.
⊞+BREAK	Display the **System Properties** dialog box.
⊞+D	Show the desktop.
⊞+M	Minimize all windows.
⊞+Shift+M	Restores minimized windows.
⊞+E	Open My Computer.
⊞+F	Search for a file or folder.
CTRL+ ⊞+F	Search for computers.
⊞+F1	Display Windows Help.
⊞+ L	Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.
⊞+R	Open the **Run** dialog box.
⊞+U	Open Utility Manager.

Accessibility keyboard shortcuts

Press	To
Right SHIFT for eight seconds	Switch Filter Keys on and off.
Left ALT +left SHIFT +PRINT SCREEN	Switch High Contrast on and off.
Left ALT +left SHIFT +NUM LOCK	Switch MouseKeys on and off.
SHIFT five times	Switch Sticky Keys on and off.
NUM LOCK for five seconds	Switch Toggle Keys on and off.
⊞+U	Open Utility Manager.

Windows Explorer keyboard shortcuts

Press	To
END	Display the bottom of the active window.
HOME	Display the top of the active window.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK+PLUS SIGN on numeric keypad (+)	Display the contents of the selected folder.
NUM LOCK+MINUS SIGN on numeric keypad (-)	Collapse the selected folder.
LEFT ARROW	Collapse current selection if it's expanded or select parent folder.
RIGHT ARROW	Display current selection if it's collapsed, or select first subfolder.

Notes

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the ⊞+L will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if Sticky Keys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.

To specify shortcut keys for specific programs

Before beginning this procedure, please refer to the documentation that came with the program to verify a shortcut was installed.

1. Open My Computer.
2. Locate the program file (.exe) or the program's shortcut icon. Right-click the program file or shortcut, and then click **Properties**.
3. Click the **Program** tab for an MS-DOS program or the **Shortcut** tab for a Windows program.
4. With the cursor in the **Shortcut key** box, select the keyboard key you want to use in combination with CTRL+ALT. Shortcut keys automatically start with CTRL+ALT. The **Shortcut key** box will display **none** until you select the key and then the box will display **Ctrl+Alt+***the key you selected*. You cannot use the ESC, ENTER, TAB, SPACEBAR, PRINT SCREEN, SHIFT, or BACKSPACE keys.

Notes

- To open My Computer, click Start, and then click My Computer.
- Once you assign a shortcut key combination for a specific program, you will not be able to use that key combination with other programs. For a list of shortcut keys used by this version of Windows.
- If you forget the key combination for your shortcut, you can follow steps 2 through 3 and review your shortcut keys.
- Using shortcut keys to open programs can often be simpler than opening programs using a pointing device, especially when working on portable computers.

Abdul Qadir
Matrix Computer
Jalil Tower, Khulna.
Cell: 01715-915735

Windows keyboard shortcuts overview

Use shortcut keys as an alternative to the mouse when working in Windows. You can open, close, and navigate the Start menu, desktop, menus, dialog boxes, and Web pages using keyboard shortcuts. Keyboard shortcuts may also make it easier for you to interact with your computer.

General keyboard shortcuts

Press	**To**
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
F2	Rename 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 within a document.
CTRL+A	Select all.
F3	Search for a file or folder.
ALT+ENTER	View properties for the selected item.
ALT+F4	Close the active item, or quit the active program.
ALT+Enter	Displays the properties of the selected object.
ALT+SPACEBAR	Opens 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.
ALT+ESC	Cycle through items in the order they were opened.
F6	Cycle through 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 command name on an open menu	Carry out 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	Refresh 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 into the CD-ROM drive	Prevent the CD from automatically playing.