**The General Shortcuts**

We’ll kickoff the list with some really general shortcuts that you often used.

* 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 key (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 key (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 key (Cycle through the screen elements in a window or on the desktop)
* F4 key (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 (Perform the corresponding command)
* F10 key (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 key (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)

**Dialog Box Keyboard Shortcuts**

* CTRL+Tab (Move forward through the tabs)
* 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 key (Display Help)
* F4 key (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**

* Win (Display or hide the Start menu)
* Win+BREAK (Display the System Properties dialog box)
* Win+D (Display the desktop)
* Win+M (Minimize all of the windows)
* Win+Shift+M (Restore the minimized windows)
* Win+E (Open My Computer)
* Win+F (Search for a file or a folder)
* CTRL+Win+F (Search for computers)
* Win+F1 (Display Windows Help)
* Win+ L (Lock the keyboard)
* Win+R (Open the Run dialog box)
* Win+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)
* Win +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+\* (Display all of the subfolders that are under the selected folder)
* NUM LOCK++ (Display the contents of the selected folder)
* NUM LOCK+- (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**

* After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:
* 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)
* CTRL+HOME (Move to the first character)
* CTRL+END (Move to the last character)
* Spacebar (Switch between Enlarged and Nor mal mode when a character is selected)

**Microsoft Management Console (MMC) Main Window Keyboard Shortcuts**

* 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 (Close window/tab)
* F5 key (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+- (Display the window menu for the active console window)
* Shift+F10 (Display the Action shortcut menu for the selected item)
* F1 key (Open the Help topic, if any, for the selected item)
* F5 key (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 key (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 m\*cro$oft 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+- (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.)
* CTRL+Alt++ (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.)

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