

Getting used to using your keyboard exclusively and leaving your mouse behind will make you much more efficient at performing any task on any Windows system. I use the following keyboard shortcuts every day:

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Windows key + R = Run menu

This is usually followed by:

cmd = Command Prompt

ieexplore + "web address" = Internet Explorer

compmgmt.msc = Computer Management

dhcpmgmt.msc = DHCP Management

dnsmgmt.msc = DNS Management

services.msc = Services

eventvwr = Event Viewer

dsa.msc = Active Directory Users and Computers

dssite.msc = Active Directory Sites and Services

Windows key + E = Explorer

ALT + Tab = Switch between windows

ALT, Space, X = Maximize window

CTRL + Shift + Esc = Task Manager

Windows key + Break = System properties

Windows key + F = Search

Windows key + D = Hide/Display all windows

CTRL + C = copy

CTRL + X = cut

CTRL + V = paste

Also don't forget about the "Right-click" key next to the right Windows key on your keyboard. Using the arrows and that key can get just about anything done once you've opened up any program.

## Keyboard Shortcuts

[Alt] and [Esc] Switch between running applications

[Alt] and letter Select menu item by underlined letter

[Ctrl] and [Esc] Open Program Menu

[Ctrl] and [F4] Close active document or group windows (does not work with some applications)

[Alt] and [F4] Quit active application or close current window

[Alt] and [-] Open Control menu for active document

Ctrl] Lft., Rt. arrow Move cursor forward or back one word

Ctrl] Up, Down arrow Move cursor forward or back one paragraph

[F1] Open Help for active application

Windows+M Minimize all open windows

Shift+Windows+M Undo minimize all open windows

Windows+F1 Open Windows Help

Windows+Tab Cycle through the Taskbar buttons

Windows+Break Open the System Properties dialog box

#### accessability shortcuts

Right SHIFT for eight seconds..... Switch FilterKeys 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 StickyKeys on and off.

NUM LOCK..... for five seconds Switch ToggleKeys on and off.

#### explorer shortcuts

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.

Type the following commands in your Run Box (Windows Key + R) or Start Run

devmgmt.msc = Device Manager  
msinfo32 = System Information  
cleanmgr = Disk Cleanup  
ntbackup = Backup or Restore Wizard (Windows Backup Utility)  
mmc = Microsoft Management Console  
excel = Microsoft Excel (If Installed)  
msaccess = Microsoft Access (If Installed)  
powerpnt = Microsoft PowerPoint (If Installed)  
winword = Microsoft Word (If Installed)  
frontpg = Microsoft FrontPage (If Installed)  
notepad = Notepad  
wordpad = WordPad  
calc = Calculator  
msmsgs = Windows Messenger  
mspaint = Microsoft Paint  
wmplayer = Windows Media Player  
rstrui = System Restore  
netscp6 = Netscape 6.x  
netscp = Netscape 7.x  
netscape = Netscape 4.x  
waol = America Online  
control = Opens the Control Panel  
control printers = Opens the Printers Dialog

internetbrowser

type in u're adress "google", then press [Right CTRL] and [Enter]  
add www. and .com to word and go to it

For Windows XP:

Copy. CTRL+C  
Cut. CTRL+X  
Paste. CTRL+V  
Undo. CTRL+Z  
Delete. DELETE  
Delete selected item permanently without placing the item in the Recycle Bin. SHIFT+DELETE  
Copy selected item. CTRL while dragging an item  
Create shortcut to selected item. CTRL+SHIFT while dragging an item  
Rename selected item. F2  
Move the insertion point to the beginning of the next word. CTRL+RIGHT ARROW  
Move the insertion point to the beginning of the previous word. CTRL+LEFT ARROW  
Move the insertion point to the beginning of the next paragraph. CTRL+DOWN ARROW  
Move the insertion point to the beginning of the previous paragraph. CTRL+UP ARROW  
Highlight a block of text. CTRL+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. SHIFT with any of the arrow keys  
Select all. CTRL+A  
Search for a file or folder. F3  
View properties for the selected item. ALT+ENTER  
Close the active item, or quit the active program. ALT+F4

Opens the shortcut menu for the active window. ALT+SPACEBAR

Close the active document in programs that allow you to have multiple documents open simultaneously. CTRL+F4

Switch between open items. ALT+TAB

Cycle through items in the order they were opened. ALT+ESC

Cycle through screen elements in a window or on the desktop. F6

Display the Address bar list in My Computer or Windows Explorer. F4

Display the shortcut menu for the selected item. SHIFT+F10

Display the System menu for the active window. ALT+SPACEBAR

Display the Start menu. CTRL+ESC

Display the corresponding menu. ALT+Underlined letter in a menu name

Carry out the corresponding command. Underlined letter in a command name on an open menu

Activate the menu bar in the active program. F10

Open the next menu to the right, or open a submenu. RIGHT ARROW

Open the next menu to the left, or close a submenu. LEFT ARROW

Refresh the active window. F5

View the folder one level up in My Computer or Windows Explorer. BACKSPACE

Cancel the current task. ESC

SHIFT when you insert a CD into the CD-ROM drive Prevent the CD from automatically playing.

Use these keyboard shortcuts for dialog boxes:

To Press

Move forward through tabs. CTRL+TAB

Move backward through tabs. CTRL+SHIFT+TAB

Move forward through options. TAB

Move backward through options. SHIFT+TAB

Carry out the corresponding command or select the corresponding option. ALT+Underlined letter

Carry out the command for the active option or button. ENTER

Select or clear the check box if the active option is a check box. SPACEBAR

Select a button if the active option is a group of option buttons. Arrow keys

Display Help. F1

Display the items in the active list. F4

Open a folder one level up if a folder is selected in the Save As or Open dialog box. BACKSPACE

If you have a Microsoft Natural Keyboard, or any other compatible keyboard that includes the Windows logo key and the Application key , you can use these keyboard shortcuts:

Display or hide the Start menu. WIN Key

Display the System Properties dialog box. WIN Key+BREAK

Show the desktop. WIN Key+D

Minimize all windows. WIN Key+M

Restores minimized windows. WIN Key+Shift+M

Open My Computer. WIN Key+E

Search for a file or folder. WIN Key+F

Search for computers. CTRL+WIN Key+F

Display Windows Help. WIN Key+F1

Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain. WIN Key+ L

Open the Run dialog box. WIN Key+R

Open Utility Manager. WIN Key+U

accessibility keyboard shortcuts:

Switch FilterKeys on and off. Right SHIFT for eight seconds  
Switch High Contrast on and off. Left ALT+left SHIFT+PRINT SCREEN  
Switch MouseKeys on and off. Left ALT +left SHIFT +NUM LOCK  
Switch StickyKeys on and off. SHIFT five times  
Switch ToggleKeys on and off. NUM LOCK for five seconds  
Open Utility Manager. WIN Key+U

shortcuts you can use with Windows Explorer:

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