

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:

-----  
-----  
//////////\*1000+ HACKING TRICKS & TUTORIALS - ebook By Mukesh Bhardwaj Blogger - Paid Version - only @ TekGyd | itechacks | Mukeshtricks4u\*////////  
-----  
-----

Windows key + R = Run menu

This is usually followed by:

cmd = Command Prompt

iexplore + "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