

General Keyboard Shortcuts	
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
CTRL+SHIFT+ESC	Open Task Manager