






Dialog Box Keyboard Shortcuts

Press	To
TAB	Move through dialog box options.
SHIFT+TAB	Move backward through dialog options.
CTRL+TAB	Move forward through dialog box tabs.
CTRL+SHIFT+TAB	Move backward through dialog box tabs.
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	or clear the check box if the active option is a check box.
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
 or CTRL+ESC	Display the Start menu.
 +D	Show the desktop.
 +M	Minimize all windows.
 +Shift+M	Restore all minimized windows.
 +E	Open My Computer.



KEYBOARD SHORTCUTS QUICK REFERENCE GUIDE

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Keyboard Shortcut Keys

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.

Press	To
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
DELETE	Delete.
CTRL drag an item	Copy selected item.
CTRL+SHIFT drag 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 arrow key	Highlight a block of text.
SHIFT with any arrow key	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.

Press	To
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.
ALT+SPACEBAR	Display the System menu for the active window.
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.
CTRL-click on an item.	Add or remove item from selection.
Click on an item then point to and SHIFT-click on another item.	Select all items between the first and the second (last) item.
Right-click	Point to an item or area and click using the right mouse button to display a pop-up list of available commands.