

## Keyboard Shortcuts

General Keyboard Shortcuts	
<i>Function</i>	<i>Keyboard Commands</i>
<b>Bold</b>	CTRL+B
<b>Cut</b>	CTRL+X
<b>Close</b>	CTRL+F4 and ALT+F4
<b>Copy</b>	CTRL+C
<b>Copy the selected item</b>	CTRL while dragging an item
<b>Delete</b>	DELETE
<b>Delete Permanently (without using Recycle Bin)</b>	SHIFT+DELETE
<b>Display Start Menu</b>	CTRL+ESC
<b>Find</b>	CTRL+F
<b>Go to</b>	CTRL+G
<b>New</b>	CTRL+N
<b>Open</b>	CTRL+O
<b>Open Task Manager</b>	CTRL+SHIFT+ESC
<b>Paste</b>	CTRL+V
<b>Print</b>	CTRL+P
<b>Redo</b>	CTRL+Y
<b>Save</b>	CTRL+S
<b>Select All</b>	CTRL+A
<b>Select more than one item</b>	SHIFT+Arrow Keys
<b>Select a block of text</b>	CTRL+SHIFT+Arrow Keys
<b>Underline</b>	CTRL+U
<b>Undo</b>	CTRL+Z

Natural (Windows Logo) Keyboard Shortcuts	
<i>Function</i>	<i>Keyboard Commands</i>
<b>Display the Desktop</b>	Windows Logo + D
<b>Display or hide the Start Menu</b>	Windows Logo
<b>Display System Properties</b>	Windows Logo + BREAK
<b>Display Windows Help</b>	Windows Logo + F1
<b>Lock the Keyboard</b>	Windows Logo + L
<b>Minimize all of the Windows</b>	Windows Logo + M
<b>Open My Computer</b>	Windows Logo + E
<b>Open the Run dialog box</b>	Windows Logo + R
<b>Open Utility Manager</b>	Windows Logo + U
<b>Restore the Minimized Windows</b>	Windows Logo + SHIFT + M
<b>Search for a file or folder</b>	Windows Logo + F
<b>Search for Computers</b>	CTRL + Windows Logo + F

## Keyboard Shortcuts

<b>F Key – Keyboard Shortcuts</b>	
<i>Function</i>	<i>Keyboard Commands</i>
Help	F1
Rename selected item	F2
Search for a file or folder	F3
Display Address Bar – My Computer	F4
Update or refresh the active window	F5
Cycle through screen elements in a window	F6
Spell Checker	F7
Inactive	F8
Inactive	F9
Activate the menu bar in active program	F10
Inactive	F11
Save As	F12

<b>ALT Keyboard Shortcuts</b>	
<i>Function</i>	<i>Keyboard Commands</i>
Cycle through items in the order that they were opened	ALT + ESC
Close the active item / or quit the active program	ALT + F4
Open the shortcut menu for the active window	ALT + SPACEBAR
Switch between the open items	ALT + TAB
View the properties of the selected item	ALT + ENTER

<b>Internet Explorer – Keyboard Shortcuts</b>	
<i>Function</i>	<i>Keyboard Commands</i>
Close the current window	CTRL+W
Open another browser with the same address	CTRL+N
Open the Favorites bar	CTRL+I
Open the Find dialog box	CTRL+F
Open the History bar	CTRL+H
Open the Open dialog box	CTRL+L or CTRL+O
Open the Organized Favorites dialog box	CTRL+B
Open the Search bar	CTRL+E
Open the Print dialog box	CTRL+P
Update or refresh the current Web page	CTRL+R or F5

<b>Internet Explorer 7 – Keyboard Shortcuts</b>	
<i>Function</i>	<i>Keyboard Commands</i>
<b>Changes the print size (e.g., shrink to fit on a printed page)</b>	<b>ALT+S (in Print Preview)</b>
<b>Closes the current tab</b>	<b>CTRL+W</b>
<b>Closes all but the current tab</b>	<b>CTRL+ALT+F4</b>
<b>Displays Tab list</b>	<b>CTRL+SHIFT+Q</b>
<b>Full Screen</b>	<b>F11</b>
<b>Help</b>	<b>F1</b>
<b>Jumps to a specific tab by number (1 thru 8)</b>	<b>CTRL+Number</b>
<b>Moves cursor to the Search text box</b>	<b>CTRL+E</b>
<b>Open a link in its own tab in the background</b>	<b>CTRL+Click</b>
<b>Open a link in its own tab in the foreground</b>	<b>CTRL+SHIFT-Click</b>
<b>Opens a new, blank tab in the foreground</b>	<b>CTRL+T</b>
<b>Opens the Find dialog box</b>	<b>CTRL+F</b>
<b>Opens the Favorite Center</b>	<b>ALT+C</b>
<b>Opens Add to Favorites</b>	<b>ALT+Z</b>
<b>Opens Add a Favorite dialog box</b>	<b>CTRL+D</b>
<b>Opens Home</b>	<b>ALT+M</b>
<b>Open a New Window</b>	<b>CTRL+N</b>
<b>Opens Print</b>	<b>ALT+R</b>
<b>Opens RRS (Feeds)</b>	<b>ALT+J</b>
<b>Print</b>	<b>CTRL+P</b>
<b>Refresh Page</b>	<b>F5</b>
<b>Stops the page from loading</b>	<b>Esc</b>
<b>Toggles the header and footers on and off</b>	<b>ALT+E (in Print Preview)</b>
<b>Toggles the Quick Tabs (thumbnail) view on and off</b>	<b>CTRL+Q</b>
<b>Zooms in for a better view</b>	<b>CTRL+(equal sign)=</b>
<b>Zooms out for a wider view</b>	<b>CTRL+(minus sign)-</b>