

Windows XP - General keyboard shortcuts

CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+Z	Undo
DELETE	Delete
SHIFT+DELETE	Direct Delete (bypasses the Recycle Bin)
F2	Rename the selected item
CTRL+RIGHT ARROW	Move to the beginning of the next word
CTRL+LEFT ARROW	Move of the previous word
CTRL+DOWN ARROW	Move to beginning of the next paragraph
CTRL+UP ARROW	Move to beginning of previous paragraph
CTRL+SHIFT+Arrow keys	Highlight a block of text
SHIFT+Arrow keys	Select multiple items or a block of text
CTRL+A	Select all
F3	Search for a file or a folder
ALT+ENTER	View the properties for the selected item
ALT+F4	Close the active item, or quit active program
ALT+ENTER	Display the properties of the selected object
ALT+SPACEBAR	Open shortcut menu for the active window
CTRL+F4	Close active doc. in programs that enable multiples
ALT+TAB	Switch between the open items
ALT+ESC	Cycle through items in order opened
F6	Cycle through screen elements in windows
F4	Display the Address bar list in My Computer or IE
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
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	Update the active window
BACKSPACE	View the folder one level up in My Computer or IE
ESC	Cancel the current task
CTRL+SHIFT+ESC	Open Task Manager
SHIFT+Insert a CD-ROM	Prevent the CD-ROM from automatically playing

Windows XP - Dialog box keyboard shortcuts

CTRL+TAB	Move forward through the tabs
CTRL+SHIFT+TAB	Move backward through the tabs
TAB	Move forward through the options
SHIFT+TAB	Move backward through the options
ENTER	Perform the active command or option
SPACEBAR	Select or clear a check box
Arrow keys	Move through a group of selections
F1	Display Help
F4	Display the items in the active list
BACKSPACE	Back up one level up when in Save As or Open
ALT+Underlined letter	Perform the listed command or option

Microsoft natural keyboard shortcuts

Windows Logo	Display or hide the Start menu
Windows Logo+BREAK	Display the System Properties dialog box
Windows Logo+D	Display the desktop
Windows Logo+M	Minimize all of the windows
Windows Logo+SHIFT+M	Restore the minimized windows
Windows Logo+E	Open My Computer
Windows Logo+F	Search for a file or a folder
CTRL+Windows Logo+F	Search for computers
Windows Logo+F1	Display Windows Help
Windows Logo+ L	Lock the keyboard
Windows Logo+R	Open the Run dialog box
Windows Logo+U	Open Utility Manager