

Keyboard Shortcuts for Windows that Everyone Should Know

Note: Other shortcuts exist; for a comprehensive listing, see “Help and Support” from the Start Menu. This handout is an adaptation of the Windows Help information.

General shortcuts

Press	To
CTRL+A	Select all.
CTRL+C	Copy.
CTRL+X	Cut. (Remove from here and “hold” it for me to paste elsewhere.)
CTRL+V	Paste.
CTRL+Z	Undo.
ESC	Cancel the current task.
ALT+TAB	Switch between open items (usually windows).
ALT+PrintScreen	Takes a “photo” of the current window which can be pasted into a program that accepts images.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL+RIGHT (or LEFT) ARROW	Move the cursor to the beginning of the next (or previous) word.
CTRL+DOWN (or UP) ARROW	Move the cursor to the beginning of the next (or previous) paragraph.
SHIFT + ? arrow key	Select items in the direction of the arrow key.
F1	Display the Help system
F2	Rename selected item.
F5	Refresh the display of the active window.
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

Dialog box shortcuts

Press	To
CTRL+TAB	Move forward through tabs.
CTRL+SHIFT+TAB	Move backward through tabs.
TAB	Move forward through options.
SHIFT+TAB	Move backward through options.
ALT+Underlined letter	Carry out the command or select that option.
ENTER	Carry out the command for the active option or button.
SPACEBAR	Select or clear the check box if the active option is a check box.
F1	Display Help.
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box.

Menu Shortcuts

Press	To
ALT+Underlined letter in a menu name	Display that menu.
Underlined letter in a command name on an open menu	Carry out that command.
Other keyboard shortcuts can be seen on the right of menu options. Memorize the keyboard commands for the menu options you use the most.	

Keyboard shortcuts make my work flow faster than using a mouse to activate commands. This list is a short version of those I use often.

If you have others that you use often, tell me what they are and I'll compile another list of suggested shortcuts giving you credit for your contribution.

Send them to makins@aug.edu

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