

## Windows XP keyboard shortcuts

### Common shortcuts

Description	Shortcut Key
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Delete	Delete
Delete selected item permanently with- out placing the item in the Recycle Bin	Shift + Delete
Copy selected item	Ctrl while dragging an item
Create shortcut to selected item	Ctrl + Shift while dragging an item
Rename selected item	F2
Move the insertion point to the beginning of the next word	Ctrl + Right Arrow
Move the insertion point to the beginning of the previous word	Ctrl + Left Arrow
Move the insertion point to the beginning of the next paragraph	Ctrl + Down Arrow
Move the insertion point to the beginning of the previous paragraph	Ctrl + Up Arrow
Highlight a block of text	Ctrl + Shift with any arrow key
Select more than one item in a window or on the desktop, or select text within a document	Shift with any arrow keys
Select all	Ctrl + A
Search for a file or folder	F3
Open an item	Ctrl + O
View properties for the selected item	Alt + Enter
Close the active item, or quit the active program	Alt + F4
Close the active document in programs that allow you to have multiple documents open simultaneously	Ctrl + F4
Switch between open items	Alt + Tab

Cycle through items in the order they were opened	Alt + Esc
Cycle through screen elements in a window or on the desktop	F6
Display the Address bar list in My Computer or Windows Explorer	F4
Display the shortcut menu for the selected item	Shift + F10
Display the System menu for the active window	Alt + Spacebar
Display the Start menu	Ctrl + Esc
Display the corresponding menu	Alt + Underlined letter in a menu name
Carry out the corresponding command	Underlined letter in a command name on an open menu
Activate the menu bar in the active program	F10
Open the next menu to the right, or open a submenu	Right Arrow
Open the next menu to the left, or close a submenu	Left Arrow
Refresh the active window	F5
View the folder one level up in My Computer or Windows Explorer	Backspace
Cancel the current task	ESC
Prevent the CD from automatically playing	Shift when you insert a CD into the CD-ROM drive

## Windows Explorer keyboard shortcuts

Description	Shortcut Key
Display the bottom of the active window	End
Display the top of the active window	Home
Display all subfolders under the selected folder	Num Lock + Asterisk on numeric keypad (*)
Display the contents of the selected folder	Num lock + Plus Sign on numeric keypad (+)
Collapse the selected folder	Num lock + Minus Sign on numeric keypad (-)
Collapse current selection if it's expanded, or select parent folder	Left Arrow
Display current selection if it's collapsed, or select first subfolder	Right Arrow

# Keyboard shortcuts using the Windows key

<b>Description</b>	<b>Shortcut Key</b>
Display Start menu	Windows Logo Key
Start Help	Win + F1
Cycle through taskbar buttons	Win + Tab
Start Windows Explorer	Win + E
Find files or folders	Win + F
Find computer	Win + Ctrl + F
Minimize All	Win + M
Undo Minimize All	Shift + Win +
Display Run dialog box	Win + R
Hot key used to display System Properties dialog box; reserved for system use	Win + Break
Reserved for manufacturer's use	Win + number