



Introduction to Windows Vista

Appendix E: Keyboard Shortcuts

Keyboard shortcuts can make it easier to interact with your computer because you don't need to use the mouse as often.

General keyboard shortcuts

The following table contains general keyboard shortcuts.

Press this key	To do this
F1	Display Help
CTRL+C	Copy the selected item
CTRL+X	Cut the selected item
CTRL+V	Paste the selected item
CTRL+Z	Undo an action
CTRL+Y	Redo an action
DELETE	Delete the selected item and move it to the Recycle Bin
SHIFT+DELETE	Delete the selected item without moving it to the Recycle Bin first
F2	Rename the selected item
CTRL+RIGHT ARROW	Move the cursor to the beginning of the next word
CTRL+LEFT ARROW	Move the cursor to the beginning of the previous word
CTRL+DOWN ARROW	Move the cursor to the beginning of the next paragraph
CTRL+UP ARROW	Move the cursor to the beginning of the previous paragraph
CTRL+SHIFT with an arrow key	Select a block of text
SHIFT with any arrow key	Select more than one item in a window or on the <u>desktop</u> , or select text within a document
CTRL with any arrow key+SPACEBAR	Select multiple individual items in a window or on the desktop
CTRL+A	Select all items in a document or <u>window</u>
F3	Search for a file or folder
ALT+ENTER	Display properties for the selected item
ALT+F4	Close the active item, or exit the active program
ALT+SPACEBAR	Open 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
CTRL+ALT+TAB	Use the arrow keys to switch between open items
CTRL+Mouse scroll wheel	Change the size of icons on the desktop
Windows logo key  +TAB	Cycle through programs on the <u>taskbar</u> by using Windows Flip 3-D
CTRL+Windows logo key  +TAB	Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D
ALT+ESC	Cycle through items in the order in which they were opened
F6	Cycle through screen elements in a window or on the desktop

Press this key	To do this
F4	Display the Address bar list in Windows Explorer
SHIFT+F10	Display the shortcut menu for the selected item
CTRL+ESC	Open the Start menu
ALT+underlined letter	Display the corresponding menu
ALT+underlined letter	Perform the menu command (or other underlined 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
ALT+UP ARROW	View the folder one level up in Windows Explorer
ESC	Cancel the current task
CTRL+SHIFT+ESC	Open Task Manager
SHIFT when you insert a CD	Prevent the CD from automatically playing




















Dialog box keyboard shortcuts

The following table contains keyboard shortcuts for use in dialog boxes.

Press this key	To do this
CTRL+TAB	Move forward through tabs
CTRL+SHIFT+TAB	Move back through tabs
TAB	Move forward through options
SHIFT+TAB	Move back through options
ALT+underlined letter	Perform the command (or select the option) that goes with that letter
ENTER	Replaces clicking the mouse for many selected commands
SPACEBAR	Select or clear the check box if the active option is a check box
Arrow keys	Select a button if the active option is a group of option buttons
F1	Display Help
F4	Display the items in the active list
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box

Microsoft keyboard shortcuts

The following table contains keyboard shortcuts for use with Microsoft keyboards.

Press this key	To do this
Windows logo key 	Open or close the Start menu
Windows logo key  +PAUSE	Display the System Properties dialog box
Windows logo key  +D	Display the desktop
Windows logo key  +M	Minimize all windows
Windows logo key  +SHIFT+M	Restore minimized windows to the desktop
Windows logo key  +E	Open Computer
Windows logo key  +F	Search for a file or folder
CTRL+Windows logo key  +F	Search for computers (if you are on a <u>network</u>)
Windows logo key  +L	Lock your computer or switch users
Windows logo key  +R	Open the Run dialog box
Windows logo key  +T	Cycle through programs on the taskbar
Windows logo key  +TAB	Cycle through programs on the taskbar by using Windows Flip 3-D
CTRL+Windows logo key  +TAB	Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D
Windows logo key  +SPACEBAR	Bring all gadgets to the front and select Windows Sidebar
Windows logo key  +G	Cycle through Sidebar gadgets
Windows logo key  +U	Open Ease of Access Center
Windows logo key  +X	Open Windows Mobility Center
Windows logo key  with any number key	Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, Windows logo key  +1 to launch the first shortcut in the Quick Launch menu.

Windows Explorer keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

Press this key	To do this
CTRL+N	Open a new window
END	Display the bottom of the active window
HOME	Display the top of the active window
F11	Maximize or minimize the active window
NUM LOCK+ASTERISK (*) on numeric keypad	Display all subfolders under the selected folder
NUM LOCK+PLUS SIGN (+) on numeric keypad	Display the contents of the selected folder
NUM LOCK+MINUS SIGN (-) on numeric keypad	Collapse the selected folder
LEFT ARROW	Collapse the current selection (if it is expanded), or select the parent folder
ALT+LEFT ARROW	View the previous folder
RIGHT ARROW	Display the current selection (if it is collapsed), or select the first subfolder
ALT+RIGHT ARROW	View the next folder
CTRL+Mouse scroll wheel	Change the size and appearance of file and folder icons
ALT+D	Select the Address bar