

100+ Keyboard shortcuts (Windows)

The General Shortcuts

CTRL+C (Copy)
CTRL + Insert = Copy
CTRL+X (Cut)
CTRL+V (Paste)
CTRL+Z (Undo)
CTRL+A (Select all)
CTRL+ESC (Display the Start menu)
CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
CTRL while dragging an item (Copy the selected item)
CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)

ALT+ENTER (View the properties for the selected item)
ALT+F4 (Close the active item, or quit the active program)
ALT+ENTER (Display the properties of the selected object)
ALT+SPACEBAR (Open the shortcut menu for the active window)
ALT+TAB (Switch between the open items)
ALT+ESC (Cycle through items in the order that they had been opened)
ALT+ Underlined letter in a menu name (Display the corresponding menu)

F2 key (Rename the selected item)
F3 key (Search for a file or a folder)
F4 key (Display the Address bar list in My Computer or Windows Explorer)
F5 key (Update the active window)
F6 key (Cycle through the screen elements in a window or on the desktop)
F10 key (Activate the menu bar in the active program)

SHIFT with any arrow keys (Select more than one item in a window or on desktop, or select text in a document)
SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)
SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
SHIFT+F10 (Display the shortcut menu for the selected item)
SHIFT + Insert = Paste.

Underlined letter in a command name on an open menu (Perform the corresponding command)

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)
BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
ESC (Cancel the current task)

Dialog Box Keyboard Shortcuts

CTRL+TAB (Move forward through the tabs)
CTRL+SHIFT+TAB (Move backward through the tabs)
CTRL+ Windows Logo+ F (Search for computers)
TAB (Move forward through the options)
SHIFT+TAB (Move backward through the options)
ALT+ Underlined letter (Perform the corresponding command or select the corresponding option)
ENTER (Perform the command for the active option or button)
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 key (Display Help)
F4 key (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)

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)
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)

Accessibility Keyboard Shortcuts

Right SHIFT for eight seconds (Switch Filter Keys either on or off)
Left ALT+ left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
Left ALT+ left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
SHIFT five times (Switch the Sticky Keys either on or off)
NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
Windows Logo +U (Open Utility Manager)
Windows Explorer Keyboard Shortcuts
END (Display the bottom of the active window)
HOME (Display the top of the active window)
NUM LOCK+ Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
NUM LOCK+ Plus sign (+) (Display the contents of the selected folder)
NUM LOCK+ Minus sign (-) (Collapse the selected folder)
LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut Keys for Character Map

Double-click a character on the grid of characters = move through the grid with keyboard shortcuts:

RIGHT ARROW (Move to the right or to the beginning of the next line)
LEFT ARROW (Move to the left or to the end of the previous line)
UP ARROW (Move up one row)
DOWN ARROW (Move down one row)
PAGE UP (Move up one screen at a time)
PAGE DOWN (Move down one screen at a time)
HOME (Move to the beginning of the line)
END (Move to the end of the line)
CTRL+HOME (Move to the first character)
CTRL+END (Move to the last character)
SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC) Main Window Keyboard Shortcuts

CTRL+ F10 (Maximize the active console window)
CTRL+ F4 (Close active window. When only one window open~ closes the console.)
CTRL+ F5 (Restore the active console window)
CTRL+ O (Open a saved console)
CTRL+ N (Open a new console)
CTRL+ S (Save the open console)

CTRL+M (Add or remove a console item)
CTRL+P (Print the current page or active pane)
CTRL+W (Open a new window)

ALT+SPACEBAR (Display the MMC window menu)
ALT+F4 (Close the console)
ALT+A (Display the Action menu)
ALT+V (Display the View menu)
ALT+F (Display the File menu)
ALT+O (Display the Favorites menu)
ALT+ Minus sign (-) (Display the window menu for the active console window)

SHIFT+F10 (Display the Action shortcut menu for the selected item)
F1 key (Open the Help topic, if any, for the selected item)
F5 key (Update the content of all console windows)
F2 key (Rename the selected item)

Remote Desktop Connection Navigation

ALT+PAGE UP (Switch between programs from left to right)
ALT+PAGE DOWN (Switch between programs from right to left)
ALT+INSERT (Cycle through the programs in most recently used order)
ALT+HOME (Display the Start menu)
ALT+DELETE (Display the Windows menu)

CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
CTRL+ALT+ Minus sign (-) Place snapshot of the active window in the clipboard ~ same as PRINT SCREEN
CTRL+ALT+ Plus sign (+) Place snapshot of entire window area on the clipboard ~ same as ALT+PRINT SCREEN
CTRL+ALT+ END (Open MS Windows NT Security dialog box)

Internet Explorer navigation

CTRL+B (Open the Organize Favorites dialog box)
CTRL+D doesn't minimize all windows for me.
CTRL+E (Open the Search bar)
CTRL+F (Start the Find utility)
CTRL+H (Open the History bar)
CTRL+I (Open the Favorites bar)
CTRL+L (Open the Open dialog box)
CTRL+N (Start another instance of the browser with the same Web address)
CTRL+O (Open the Open dialog box, the same as CTRL+L)
CTRL+P (Open the Print dialog box)
CTRL+R (Update the current Web page)
CTRL+W (Close the current window)

ALT+ D > Address Bar... with Alt you have all the stuff..
ALT+ SPACEBAR (Open the shortcut menu for the active window)
ALT+ SPACEBAR (Display the System menu for the active window)
ALT+ SPACEBAR + N = Shrink (minimize) current window
ALT+ SPACEBAR + X = Maximize current window
ALT+ SPACEBAR + M = Move current windows with arrow keys
ALT+ SPACEBAR + M + any arrow key once, then move the mouse to position the window where you like.
ALT+ SPACEBAR + C =CLOSE
ALT+ SPACEBAR + R=RESTORE

Additional Comments/ Suggestions

Typing in IE - hongkiat, and then pressing CTRL-Enter fills in the www, and the .com
Firefox, Ctrl=Shift-Enter adds .org, and shift-enter fills in .net,

CTRL+ Shift+ ESC opens the Task manager- but on some keyboards it turns off the computer
Windows + L actually logs you off, it doesn't lock the keyboard.
Mouse over the text; clicking twice selects the word and clicking three times selects the current line of text.
SHIFT ESC (Displays the task manager in windows)
CTRL+SPACEBAR+C or CTRL+W to close active window/programs.
Ctrl-Shift (and the plus sign on the Num pad) resizes all columns to fit (removes elipsis)

If you have an alternate keyboard char mapping installed (like U.S.-English keyboard and Spanish keyboard) then you can Left ALT, Left SHIFT to toggle between the keyboard layouts.

In Microsoft Excel, when editing graphs, as you cycle through parts of the graph using arrow keys, you can change formatting - ALT +return to copy the same formatting to the next part. [E.g.: change x axis minor grid lines to grey, and fine width (by selecting x axis minor grid lines then changing properties) then give y axis minors same format - ALT + return.]

ALT + typing in a 3 number sequence will create the alphabet or symbols. for example holding down ALT + type the numbers of 099 will create the letter c .. but you can only use these in a word document or notepad.

CTRL + "move mouse scroll/wheel" = zoom in or out. Can use to increase/decrease the font when on the net
WINDOWS+TAB -> switch between the entries in the taskbar
WINDOWS+BREAK -> open system properties.
PRINT SCREEN BUTTON -> makes a screenshot
ALT+PRINT SCREEN BUTTON -> makes screenshot of current window

Shift key + Print Screen key. This will COPY EVERYTHING that is currently displayed onto the clipboard and you need to open a program to PASTE it there. I paste mine into M/S WORD and then press FORMAT and select PICTURE (which it now is) to CROP out the things I do not want.

Restart shortcut key is CTRL+ALT+DELETE (press 2x)
Ctrl+Shift+N creates a new folder.
Widows startup keys + D
Alt+F W N is too long and involves your mouse. In mac its so simple. Apple+Shift+N.

To find any file- open My Computer by pressing logo key + E. and just press tab one time after type drive after press tab than type the file name & enter it.
Ctrl+Spacebar+C doesn't close the window but Ctrl+W closes it, Win+U+U can close the window.
Alt - F - W - F {use them one after the other - eg press alt - release alt - press F - release F and s on}Page setup in document: double click in ruler on the left of screen.

CTRL+ENTER for a quick URL ~ or just type google CTRL+ENTER ~it'll add the "http://www." and the ".com"

Windows+ R for Run

CTRL + E

CTRL +ALT+TAB

Arrange four open windows on desktop in a way that you can see all four at one time, open all 4 ~ if it is Windows XP, right click an empty spot on the task bar and click "Tile windows horizontally" (or vertically). For Vista and 7, I think the option is called "Stack windows side by side".

I don't know of an easy keyboard shortcut other than changing focus to the system tray and using the context key (on the keyboard next to the windows key). It would go something like: WIN KEY, ESCAPE, TAB, TAB, TAB, RIGHT ARROW (until the focus is over the clock), CONTEXT KEY

How to make a check like this √? I just copy paste it, but I want to know the short cut?

CTR + ALT + Down arrow or Side arrow or Up arrow ~ turns page sideways, upside down, or right side.

[Adapted from <http://www.hongkiat.com/blog/100-keyboard-shortcuts-windows/>]