

General Keyboard shortcut keys



Press this key	To do this
CTRL+C	Copy the selected item
CTRL+X	Cut the selected item
CTRL+V	Paste the selected item
CTRL+Z	Undo 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 or select text within a document
CTRL+A	Select all items in a document or window
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
ALT+TAB	Switch between open items
CTRL+ALT+TAB	Use the arrow keys to switch between open items
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
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