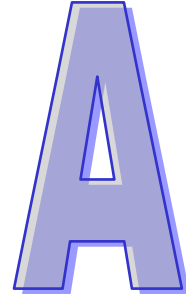


# **Appendix**

## **Keyboard Shortcut**







## Appendix A: Keyboard Shortcuts

### General

Press these keys	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 <b>desktop</b> , 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 <b>window</b>
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 (may have to click down on wheel first)

Windows logo key  +TAB	Cycle through programs on the <a href="#">taskbar</a> 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
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

## Keyboard Shortcuts – Windows Explorer

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

Press these keys	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

## Keyboard Shortcuts – Word Processing

The following is a list of Control key combinations and other keys that work in many word processing applications.

Press these keys	To do this
[Ctrl]+[N]	New
[Ctrl]+[O]	Open
[Ctrl]+[S]	Save
[Ctrl]+[P]	Print
[Ctrl]+[F]	Find
[Ctrl]+[H]	Replace
[Ctrl]+[B]	Bold
[Ctrl]+[I]	Italic
[Ctrl]+[U]	Underline
[Ctrl]+[E]	Center Align
[Ctrl]+[L]	Left Align
[Ctrl]+[R]	Right Align
Left / Right Arrow	Moves insertion point one character left or right
Up / Down Arrow	Moves insertion point one line up or down
PgUp / PgDn	Moves insertion point up or down page in increments
Home	Moves insertion point to beginning of the line
End	Moves insertion point End of the line
Ctrl+Home	Moves insertion point to beginning of the document
Ctrl+End	Moves insertion point to end of the document

There are even more keyboard shortcuts than presented here. But if you only learn a handful of these common ones you will improve your productivity.

