Shortcuts: Favourite Lists

A Comprehensive List

by Catherine Roseberry

Windows System Key Combinations

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently

Windows Program Key Combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

General Keyboard-Only Commands

- F1: Starts Windows Help
- F10: Activates menu bar options
- SHIFT+F10 Open a shortcut menu for the selected item (same as right-clicking an object)
- CTRL+ESC: Open the Start menu (use ARROW keys to select item)
- CTRL+ESC or ESC: Select Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
- ALT+DOWN ARROW: Open drop-down list box
- ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
- ALT+SPACE: Display the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
- ALT+- (ALT+hyphen): Display the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize, maximize, or close the child window)
- CTRL+TAB: Switch to next child window of a Multiple Document Interface (MDI) program
- ALT+ underlined letter in menu : Open the menu
- ALT+F4: Close the current window
- CTRL+F4: Close the current Multiple Document Interface (MDI) window
- ALT+F6: Switch between multiple windows in the same program

Mouse Click/Keyboard Modifier Combinations for Shell Objects

- SHIFT+right click: Display shortcut menu containing alternative commands
- SHIFT+double click: Run alternate default command (second item on the menu)
- ALT+double click: Display properties
- SHIFT+DELETE: Delete an item immediately without placing it in the Recycle Bin

Shell Objects and General Folder/Windows Explorer Shortcuts for a selected object:

- F2: Rename object
- F3: Find all files
- CTRL+X: Cut
- CTRL+C: Copy
- CTRL+V: Paste
- SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin
- ALT+ENTER: Open the properties for the selected object

General Folder/Shortcut Control

- F4: Select the Go To A Different Folder box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refreshes the current window.
- F6: Moves among panes in Windows Explorer
- CTRL+G: Open Go To Folder tool
- CTRL+Z: Undo last command
- CTRL+A: Select all items in the current window
- BACKSPACE: Switch to the parent folder
- SHIFT+click+ Close button: For folders, close the current folder plus all parent folders

Windows Explorer Tree Control

- Numeric Keypad * Expand everything under current selection
- Numeric Keypad + Expand current selection
- Numeric Keypad - Collapse current selection.
- RIGHT ARROW Expand current selection if it is not expanded, otherwise goes to the first child
- LEFT ARROW Collapse current selection if it is expanded, otherwise goes to the parent
- **To Copy a File** Press and hold down CTRL key while you drag file to another folder.
- **To Create a Shortcut** Press and hold down CTRL+SHIFT while you drag file to the desktop or a folder.

Essential Windows Keyboard Shortcuts

By Melanie Pinola

Copy and Paste:

- CTRL+C: Copy the selected item
- CTRL+X: Cut the selected item
- CTRL+V: Paste the selected item

Selecting items:

Highlight an item so you can copy and paste it or do some other action

- CTRL+A: Select all items in a window, on the desktop, or all text in a document
- Shift+Any Arrow Key: Select text within a document (e.g., one letter at a time) or one item at a time in a window
- CTRL+Shift+Any Arrow Key: Select a block of text (e.g., a whole word at a time)

Find text or files:

Quickly search a document, web page, or Windows Explorer for a phrase or block of characters

- CTRL+F or F3: Opens a "find" dialog box

Format text:

Hit these combinations before typing to bold, italicize, or underline

- CTRL+B: Bold text
- CTRL+I: Italicize text
- CTRL+U: Underline text

Create, Open, Save, and Print:

Basics for working with files. These shortcuts are the equivalent of going to the File menu and selecting: New, Open, Save, or Print

- CTRL+N: Create a new file or document or open a new browser window
- CTRL+O: Open a file or document
- CTRL+S: Save
- CTRL+P: Print

Work with tabs and windows:

- CTRL+T: Open a new tab in your web browser
- CTRL+Shift+T: Reopen a tab you just closed (e.g., by accident)
- CTRL+H: View your browsing history
- CTRL+W: Close a window

Undo and redo:

Made a mistake? Go back or forward in history.

- CTRL+Z: Undo an action
- CTRL+Y: Redo an action

Function Keys

From www.internetfixes.com

F1

If you are in an application and you press this key, you will get its help file. Suppose you are not in Windows Explorer or Desktop, you press this key you will get Windows Help file. Suppose you are in an application, and you want windows help file, press windows key + F1, you will get windows help file. F1 + in combination with other keys:

SHIFT + F1 = Start context-sensitive help or reveal formatting (What is this? help)
ALT + F1 = Go to the next field
ALT + SHIFT + F1 = Go to the previous field
CTRL + ALT + F1 = Display Microsoft system information
For formatting characters and paragraphs:
CTRL + SHIFT + F1 = Change the font

F2

You select a program on your Desktop (icon) and press this key. You will be allowed to rename that program. The same function you can also perform by Right Clicking the mouse and in the resultant memo you will have the option to rename the program.

SHIFT + F2 = Copy Text
CTRL + F2 = Choose the print preview command (file menu)
ALT + SHIFT + F2 = Choose the save command (file menu)
CTRL + ALT + F2 = Choose the open command (file menu)

F3

While you are working in Windows Explorer or on Desktop, you press this key you will get the 'Find Files' window. You need not go to Start > find.
While you are working in MS Word (make your selection) and press
ALT + F3 = Create an auto text entry box appears.
SHIFT + F3 = Change the case of the letters.

F4

While you are in Internet Explorer and you will press this key the address bar will open.
If you want to close the selected window, press ALT + F4.
When no windows are open if you press ALT + F4, you will see the shut down screen. When no windows are open if you press ALT + F4, you will see the shut down screen.
When you are in MS Word, press
F4 = Repeat the last action
SHIFT + F4 = Repeat a Find or Go To action
CTRL + F4 = Close the Window
ALT + F4 = Quit the word program

F5

To refresh the active window in IE or WE, press F5.
When you are in MS Word and you press this key, you will have the Find and replace window > Go To (Edit menu)
SHIFT + F5 = Move to previous revision
CTRL + F5 = Restore the document window size
CTRL + SHIFT + F5 = Edit a bookmark
ALT + F5 = Quit the word program

F6

To move the cursor in the structure of IE or WE you can use this key.
When you are in MS Word, press this key, you will go to the next pane or frame.
SHIFT + F6 = Go to the previous pane or frame.
CTRL + F6 = Go to the next window.
CTRL + SHIFT + F6 = Go to the previous window

F7

Users have no use of this key in Windows. But in MS Word if you press this key, you will get spelling command (Tools menu),
SHIFT + F7 = Choose the Thesaurus command (Tools > Language menu),
CTRL + F7 = Choose the move command (Control menu),
CTRL + SHIFT + F7 = Update linked information in a word source document.
ALT + F7 = Find the next misspelling or grammatical error. The 'Check Spelling as you
Type check box must be selected. (Tools menu, options dialog box, spelling and grammar tab)

F8

When you press this key while booting the system, you will get the start up menu. You may enter Safe Mode.
While installing windows, you press this key to accept Linux. Suppose some additional information is being available at the push pin, you can press this key to see the information or you can hide the same.
When you are in MS Word, to extend the selection, press this key.
SHIFT + F8 = Shrink the selection
CTRL + F8 = Choose the size command (document control menu)
CTRL + SHIFT + F8 = Extend a selection or block (then press an arrow key)
ALT + F8 = Run a macro

F9

Users have no use of this key in Windows, but if you press this key in MS Word you will update the selected fields.
SHIFT + F9 = Switch between a field code and its result.
CTRL + F9 = Insert an empty field.
CTRL + SHIFT + F9 = Unlink a field
ALT + F9 = Switch between all field codes and their results
ALT + SHIFT + F9 = Run GoButton or Macrobutton from the field that displays the field results.

F10

Users have no use of this key in Windows, but if you press this key in MS Word you can activate the menu bar.
SHIFT + F10 = Display a short cut menu.
CTRL + F10 = Maximize the document window.
CTRL + SHIFT + F10 = Activate the ruler.
ALT + F10 = Maximize the program window

F11

If you press this key, you will enter the 'Full Screen' mode in IE. This mode is otherwise called 'KIOSK' mode.
In MS Word, if you press this key you will go to the next field.
SHIFT + F11 = Go to the previous field.
CTRL + F11 = Lock a field
CTRL + SHIFT + F11 = Unlock a field
ALT + F11 = Display Microsoft Visual Basic Code.
ALT + SHIFT + F11 = Display Microsoft Visual Studio Code.

F12

Users have no use of this key in Windows. But if you press this key in MS Word you can choose the Save as command (File menu).
SHIFT + F12 = Choose the Save command (File menu).
CTRL + F12 = Choose the Open command (File menu).
CTRL + SHIFT +F12 = Choose the print command (File menu)

F7, F9, F10 and F12

These Function Keys have no use in Windows.

You can assign some tasks to these keys. Just select which program you are regularly using.

1. Locate the shortcut of that program. If it doesn't have one create one.
2. Hold the mouse pointer on the shortcut and right click the mouse and select the properties from the resultant menu.
3. Select the shortcut tab.
4. In the window click the mouse pointer in the short cut, and press the function key to which you want to assign this program.
5. You will find the function key name in the box.
6. Click on apply and close the box.

Whenever you want to open this program you press this function key.

Keyboard shortcuts for MS Word

(Word 2002, Word 2003, and Word 2007)
(most, if not all of these will also work in later versions)

From www.microsoft.com

Command Name	Shortcut Keys
All Caps	CTRL+SHIFT+A
Annotation	ALT+CTRL+M
App Maximize	ALT+F10
App Restore	ALT+F5
Apply Heading1	ALT+CTRL+1
Apply Heading2	ALT+CTRL+2
Apply Heading3	ALT+CTRL+3
Apply List Bullet	CTRL+SHIFT+L
Auto Format	ALT+CTRL+K
Auto Text	F3 or ALT+CTRL+V
Bold	CTRL+B or CTRL+SHIFT+B
Bookmark	CTRL+SHIFT+F5
Browse Next	CTRL+PAGE DOWN
Browse Previous	CTRL+PAGE UP
Browse Sel	ALT+CTRL+HOME
Cancel	ESC
Center Para	CTRL+E
Change Case	SHIFT+F3
Char Left	LEFT
Char Left Extend	SHIFT+LEFT
Char Right	RIGHT
Char Right Extend	SHIFT+RIGHT
Clear	DELETE
Close or Exit	ALT+F4
Close Pane	ALT+SHIFT+C
Column Break	CTRL+SHIFT+ENTER
Column Select	CTRL+SHIFT+F8
Copy	CTRL+C or CTRL+INSERT
Copy Format	CTRL+SHIFT+C
Copy Text	SHIFT+F2
Create Auto Text	ALT+F3
Customize Add Menu	ALT+CTRL+=
Customize Keyboard	ALT+CTRL+NUM +
Customize Remove Menu	ALT+CTRL+-
Cut	CTRL+X or SHIFT+DELETE
Date Field	ALT+SHIFT+D
Delete Back Word	CTRL+BACKSPACE
Delete Word	CTRL+DELETE
Dictionary	ALT+SHIFT+F7

Do Field Click	ALT+SHIFT+F9
Doc Close	CTRL+W or CTRL+F4
Doc Maximize	CTRL+F10
Doc Move	CTRL+F7
Doc Restore	CTRL+F5
Doc Size	CTRL+F8
Doc Split	ALT+CTRL+S
Double Underline	CTRL+SHIFT+D
End of Column	ALT+PAGE DOWN
End of Column	ALT+SHIFT+PAGE DOWN
End of Doc Extend	CTRL+SHIFT+END
End of Document	CTRL+END
End of Line	END
End of Line Extend	SHIFT+END
End of Row	ALT+END
End of Row	ALT+SHIFT+END
End of Window	ALT+CTRL+PAGE DOWN
End of Window Extend	ALT+CTRL+SHIFT+PAGE DOWN
Endnote Now	ALT+CTRL+D
Extend Selection	F8
Field Chars	CTRL+F9
Field Codes	ALT+F9
Find	CTRL+F
Font	CTRL+D or CTRL+SHIFT+F
Font Size Select	CTRL+SHIFT+P
Footnote Now	ALT+CTRL+F
Go Back	SHIFT+F5 or ALT+CTRL+Z
Go To	CTRL+G or F5
Grow Font	CTRL+SHIFT+.
Grow Font One Point	CTRL+]
Hanging Indent	CTRL+T
Header Footer Link	ALT+SHIFT+R
Help	F1
Hidden	CTRL+SHIFT+H
Hyperlink	CTRL+K
Indent	CTRL+M
Italic	CTRL+I or CTRL+SHIFT+I
Justify Para	CTRL+J
Left Para	CTRL+L
Line Down	DOWN
Line Down Extend	SHIFT+DOWN
Line Up	UP
Line Up Extend	SHIFT+UP
List Num Field	ALT+CTRL+L
Lock Fields	CTRL+3 or CTRL+F11
Macro	ALT+F8

Mail Merge Check	ALT+SHIFT+K
Mail Merge Edit Data Source	ALT+SHIFT+E
Mail Merge to Doc	ALT+SHIFT+N
Mail Merge to Printer	ALT+SHIFT+M
Mark Citation	ALT+SHIFT+I
Mark Index Entry	ALT+SHIFT+X
Mark Table of Contents Entry	ALT+SHIFT+O
Menu Mode	F10
Merge Field	ALT+SHIFT+F
Microsoft Script Editor	ALT+SHIFT+F11
Microsoft System Info	ALT+CTRL+F1
Move Text	F2
New	CTRL+N
Next Cell	TAB
Next Field	F11 or ALT+F1
Next Misspelling	ALT+F7
Next Object	ALT+DOWN
Next Window	CTRL+F6 or ALT+F6
Normal	ALT+CTRL+N
Normal Style	CTRL+SHIFT+N or ALT+SHIFT+CLEAR (NUM 5)
Open	CTRL+O or CTRL+F12 or ALT+CTRL+F2
Open or Close Up Para	CTRL+0
Other Pane	F6 or SHIFT+F6
Outline	ALT+CTRL+O
Outline Collapse	ALT+SHIFT+- or ALT+SHIFT+NUM -
Outline Demote	ALT+SHIFT+RIGHT
Outline Expand	ALT+SHIFT+=
Outline Expand	ALT+SHIFT+NUM +
Outline Move Down	ALT+SHIFT+DOWN
Outline Move Up	ALT+SHIFT+UP
Outline Promote	ALT+SHIFT+LEFT
Outline Show First Line	ALT+SHIFT+L
Overtype	INSERT
Page	ALT+CTRL+P
Page Break	CTRL+ENTER
Page Down	PAGE DOWN
Page Down Extend	SHIFT+PAGE DOWN
Page Field	ALT+SHIFT+P
Page Up	PAGE UP
Page Up Extend	SHIFT+PAGE UP
Para Down	CTRL+DOWN
Para Down Extend	CTRL+SHIFT+DOWN
Para Up	CTRL+UP
Para Up Extend	CTRL+SHIFT+UP
Paste	CTRL+V or SHIFT+INSERT
Paste Format	CTRL+SHIFT+V

Prev Cell	SHIFT+TAB
Prev Field	SHIFT+F11 or ALT+SHIFT+F1
Prev Object	ALT+UP
Prev Window	CTRL+SHIFT+F6 or ALT+SHIFT+F6
Print	CTRL+P or CTRL+SHIFT+F12
Print Preview	CTRL+F2 or ALT+CTRL+I
Proofing	F7
Redo	ALT+SHIFT+BACKSPACE
Redo or Repeat	CTRL+Y or F4 or ALT+ENTER
Repeat Find	SHIFT+F4 or ALT+CTRL+Y
Replace	CTRL+H
Reset Char	CTRL+SPACE or CTRL+SHIFT+Z
Reset Para	CTRL+Q
Revision Marks Toggle	CTRL+SHIFT+E
Right Para	CTRL+R
Save	CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
Save As	F12
Select All	CTRL+A or CTRL+CLEAR (NUM 5) or CTRL+NUM 5
Select Table	ALT+CLEAR (NUM 5)
Show All	CTRL+SHIFT+8
Show All Headings	ALT+SHIFT+A
Show Heading1	ALT+SHIFT+1
Show Heading2	ALT+SHIFT+2
Show Heading3	ALT+SHIFT+3
Show Heading4	ALT+SHIFT+4
Show Heading5	ALT+SHIFT+5
Show Heading6	ALT+SHIFT+6
Show Heading7	ALT+SHIFT+7
Show Heading8	ALT+SHIFT+8
Show Heading9	ALT+SHIFT+9
Shrink Font	CTRL+SHIFT+,
Shrink Font One Point	CTRL+[
Small Caps	CTRL+SHIFT+K
Space Para1	CTRL+1
Space Para15	CTRL+5
Space Para2	CTRL+2
Spike	CTRL+SHIFT+F3 or CTRL+F3
Start of Column	ALT+PAGE UP
Start of Column	ALT+SHIFT+PAGE UP
Start of Doc Extend	CTRL+SHIFT+HOME
Start of Document	CTRL+HOME
Start of Line	HOME
Start of Line Extend	SHIFT+HOME
Start of Row	ALT+HOME
Start of Row	ALT+SHIFT+HOME
Start of Window	ALT+CTRL+PAGE UP

Start of Window Extend	ALT+CTRL+SHIFT+PAGE UP
Style	CTRL+SHIFT+S
Subscript	CTRL+=
Superscript	CTRL+SHIFT+=
Symbol Font	CTRL+SHIFT+Q
Thesaurus	SHIFT+F7
Time Field	ALT+SHIFT+T
Toggle Field Display	SHIFT+F9
Toggle Master Subdocs	CTRL+\
Tool	SHIFT+F1
Un Hang	CTRL+SHIFT+T
Un Indent	CTRL+SHIFT+M
Underline	CTRL+U or CTRL+SHIFT+U
Undo	CTRL+Z or ALT+BACKSPACE
Unlink Fields	CTRL+6 or CTRL+SHIFT+F9
Unlock Fields	CTRL+4 or CTRL+SHIFT+F11
Update Auto Format	ALT+CTRL+U
Update Fields	F9 or ALT+SHIFT+U
Update Source	CTRL+SHIFT+F7
VBCode	ALT+F11
Web Go Back	ALT+LEFT
Web Go Forward	ALT+RIGHT
Word Left	CTRL+LEFT
Word Left Extend	CTRL+SHIFT+LEFT
Word Right	CTRL+RIGHT
Word Right Extend	CTRL+SHIFT+RIGHT
Word Underline	CTRL+SHIFT+W

Keyboard shortcuts for Windows XP

From www.microsoft.com

General keyboard shortcuts

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- 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)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- 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)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (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 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)

- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC (Open Task Manager)

Dialog box keyboard shortcuts

If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection. To cancel extended selection mode, press SHIFT+F8 again. Extended selection mode cancels itself when you move the focus to another control.

- CTRL+TAB (Move forward through the tabs)
- CTRL+SHIFT+TAB (Move backward through the tabs)
- 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)

Microsoft natural keyboard shortcuts

- 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)
- CTRL+Windows Logo+F (Search for computers)
- 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 FilterKeys 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 StickyKeys 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

After you double-click a character on the grid of characters, you can move through the grid by using the 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+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+W (Open a new window)
- F5 key (Update the content of all console windows)
- 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)

MMC console window keyboard shortcuts

- CTRL+P (Print the current page or active pane)
- 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)
- CTRL+F10 (Maximize the active console window)
- CTRL+F5 (Restore the active console window)
- ALT+ENTER (Display the Properties dialog box, if any, for the selected item)
- F2 key (Rename the selected item)
- CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote desktop connection navigation

- CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)
- 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)
- CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
- ALT+DELETE (Display the Windows menu)
- CTRL+ALT+Minus sign (-) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)
- CTRL+ALT+Plus sign (+) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

Microsoft Internet Explorer navigation

- CTRL+B (Open the Organize Favorites dialog box)
- 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)

Other information

- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- Some of the Terminal Services client shortcuts that are similar to the shortcuts in Remote Desktop Sharing are not available when you use Remote Assistance in Windows XP Home Edition.