

Tips & Tricks

Keyboard Navigation:

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 Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

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

Mouse click/keyboard modifier combinations for shell objects

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

General keyboard-only commands

- F1: Starts Windows Help
- F10: Activates menu bar options
- SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
- CTRL+ESC: Opens the **Start** menu (use the ARROW keys to select an item)
- CTRL+ESC or ESC: Selects the **Start** button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)
- CTRL+SHIFT+ESC: Opens Windows Task Manager
- ALT+DOWN ARROW: Opens a 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: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)

- ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's **S**ystem menu (from the MDI child window's **S**ystem menu, you can restore, move, resize, minimize, maximize, or close the child window)
- CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program
- ALT+*underlined letter in menu*: Opens the menu
- ALT+F4: Closes the current window
- CTRL+F4: Closes the current Multiple Document Interface (MDI) window
- ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad **F**ind dialog box is displayed, ALT+F6 switches between the **F**ind dialog box and the main Notepad window)