

# Windows - flýtihneppingar

## **100 Keyboard Shortcuts (Windows)**

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Getting familiar with keyboard shortcuts not only help you get the work done faster, but also more efficient. If your daily job rely heavily on using Windows, here are some **100+ Windows Keyboard Shortcuts** you might want to check out. If there's any nifty shortcuts we have missed, appreciate a heads up.

### **The General Shortcuts**

We'll kickoff the list with some really general shortcuts that you often used.

- 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)

### **Dialog Box Keyboard Shortcuts**

- 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**

- Win (Display or hide the Start menu)
- Win+BREAK (Display the System Properties dialog box)
- Win+D (Display the desktop)
- Win+M (Minimize all of the windows)
- Win+Shift+M (Restore the minimized windows)
- Win+E (Open My Computer)
- Win+F (Search for a file or a folder)
- CTRL+Win+F (Search for computers)
- Win+F1 (Display Windows Help)
- Win+ L (Lock the keyboard)
- Win+R (Open the Run dialog box)
- Win+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)
- Win +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+\* (Display all of the subfolders that are under the selected folder)
- NUM LOCK++ (Display the contents of the selected folder)
- NUM LOCK+- (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 (Close window/tab)
- 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+- (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 m\*cro\$oft 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+- (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.)
- CTRL+Alt++ (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.)

## **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)