

4NET GROUP OF COMPUTER INSTITUTIONS

COMPUTER NOTES

WINDOWS SHORTCUTS KEY

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To	Press
Set focus on a notification.	Windows Key+B
View properties for the selected item.	ALT+ENTER
Displays the properties of the selected object.	ALT+Enter
Cycle through items in the order they were opened.	ALT+ESC
"Close the active item, or quit the active program.	ALT+F4
Opens the shortcut menu for the active window.	ALT+SPACEBAR
Display the System menu for the active window.	ALT+SPACEBAR
Switch between open items.	ALT+TAB
Carry out the corresponding command or select the corresponding option in a dialog box.	ALT+Underlined letter
Display the corresponding menu.	ALT+Underlined letter in a menu name
Select a button if the active option is a group of option buttons in a dialog box.	Arrow keys
View the folder one level up in My Computer or Windows Explorer.	BACKSPACE
Open a folder one level up if a folder is selected in the Save As or Open dialog box in a dialog box.	BACKSPACE

To	Press
Copy selected item.	CTRL while dragging an item
Select all.	CTRL+A
Copy.	CTRL+C
Move the insertion point to the beginning of the next paragraph.	CTRL+DOWN ARROW
Display the Start menu.	CTRL+ESC
Close the active document in programs that allow you to have multiple documents open simultaneously.	CTRL+F4
Move the insertion point to the beginning of the previous word.	CTRL+LEFT ARROW
Move the insertion point to the beginning of the next word.	CTRL+RIGHT ARROW
Create shortcut to selected item.	CTRL+SHIFT while dragging an item
Highlight a block of text.	CTRL+SHIFT with any of the arrow keys
Move backward through tabs in a dialog box.	CTRL+SHIFT+TAB
Move forward through tabs in a dialog box.	CTRL+TAB
Move the insertion point to the beginning of the previous paragraph.	CTRL+UP ARROW
Paste.	CTRL+V
Search for computers.	CTRL+Windows Key+F

To	Press
Cut.	CTRL+X
Undo.	CTRL+Z
Delete.	DELETE
Display the bottom of the active window.	END
Carry out the command for the active option or button in a dialog box.	ENTER
Cancel the current task.	ESC
Display Help in a dialog box.	F1
Activate the menu bar in the active program.	F10
Rename selected item.	F2
Search for a file or folder.	F3
Display the Address bar list in My Computer or Windows Explorer.	F4
Display the items in the active list in a dialog box.	F4
Refresh the active window.	F5
Cycle through screen elements in a window or on the desktop.	F6
Display the top of the active window.	HOME
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT

To	Press
	SCREEN
Open the next menu to the left, or close a submenu.	LEFT ARROW
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display the items in the active list in a dialog box.	F4
Refresh the active window.	F5
Cycle through screen elements in a window or on the desktop.	F6
Display the top of the active window.	HOME
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT SCREEN
Open the next menu to the left, or close a submenu.	LEFT ARROW
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display the items in the active list in a dialog box.	F4
Refresh the active window.	F5
Cycle through screen elements in a window or on the desktop.	F6
Display the top of the active window.	HOME

To	Press
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT SCREEN
Open the next menu to the left, or close a submenu.	LEFT ARROW
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display the shortcut menu for the selected item.	Menu key
Switch ToggleKeys on and off.	NUM LOCK for five seconds
Display all subfolders under the selected folder.	NUM LOCK+ASTERISK on numeric keypad (*)
Collapse the selected folder.	NUM LOCK+MINUS SIGN on numeric keypad (-)
Display the contents of the selected folder.	NUM LOCK+PLUS SIGN on numeric keypad (+)
Open the next menu to the right, or open a submenu.	RIGHT ARROW
Display current selection if it's collapsed, or select first subfolder.	RIGHT ARROW
Switch FilterKeys on and off.	Right SHIFT for eight seconds
Display the items in the active list in a dialog box.	F4
Refresh the active window.	F5

To	Press
Cycle through screen elements in a window or on the desktop.	F6
Display the top of the active window.	HOME
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT SCREEN
Open the next menu to the left, or close a submenu.	LEFT ARROW
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display the shortcut menu for the selected item.	Menu key
Switch ToggleKeys on and off.	NUM LOCK for five seconds
Display all subfolders under the selected folder.	NUM LOCK+ASTERISK on numeric keypad (*)
Collapse the selected folder.	NUM LOCK+MINUS SIGN on numeric keypad (-)
Display the contents of the selected folder.	NUM LOCK+PLUS SIGN on numeric keypad (+)
Open the next menu to the right, or open a submenu.	RIGHT ARROW
Display current selection if it's collapsed, or select first subfolder.	RIGHT ARROW
Switch FilterKeys on and off.	Right SHIFT for eight seconds

To	Press
Switch StickyKeys on and off.	SHIFT five times
Prevent the CD from automatically playing.	SHIFT when you insert a CD into the CD-ROM drive
Select more than one item in a window or on the desktop, or select text within a document.	SHIFT with any of the arrow keys
Delete selected item permanently without placing the item in the Recycle Bin.	SHIFT+DELETE
Display the shortcut menu for the selected item.	SHIFT+F10
Move backward through options in a dialog box.	SHIFT+TAB
Select or clear the check box if the active option is a check box in a dialog box.	SPACEBAR
Move forward through options in a dialog box.	TAB
Carry out the corresponding command.	Underlined letter in a command name on an open menu
Display or hide the Start menu.	Windows Key
Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.	Windows Key+ L
Display the System Properties dialog	Windows Key+BREAK

To	Press
box.	
Show the desktop.	Windows Key+D
Open My Computer.	Windows Key+E
Search for a file or folder.	Windows Key+F
Display Windows Help.	Windows Key+F1
Minimize all windows.	Windows Key+M
Open the Run dialog box.	Windows Key+R
Restores minimized windows.	Windows Key+Shift+M
Opens Utility Manager.	Windows Key+U