Important Shortcuts Cheat Sheet

by kesavanbr via cheatography.com/25369/cs/6616/

Microsoft Windows	
shortcut	action
CTRL+C	Copy
CTRL+Z	undo
CTRL+X	Cut
CTRL+V	Paste
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

Microsoft Windows (cont)	
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

Microsoft Windows (cont)	
ALT+F4	Close the active item, or quit the active program
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+SP-ACEBAR	Display the System menu for the active window

Microsoft Windows (cont)	
CTRL+ESC	Display the Start menu
ALT+Under-lined letter in a menu name	Display the corresponding menu
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 onelevel up in My Computer or Windows Explorer
ESC	Cancel the current task

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Dialog Box	
CTRL+TAB	Move forward through the tabs
CTRL+S-HIFT+TAB	Move backward through the tabs
TAB	Move forward through the options
SHIFT+TAB	Move backward through the options
ALT+Un-derlined letter	Perform the corresponding command or select the corres-ponding 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

Dialog Box (cont)	
BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box

Windows Explorer Keyboard Shortcuts	
END	Display the bottom of the active window
HOME	Display the top of the active window
NUM LOCK+A-sterisk sign (*)	Display all of the subfolders that are under the selected folder
NUM LOCK+Plus sign (+)	Display the contents of the selected folder

Microsoft Internet Explorer Keyboard Shortcuts	
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

Microsoft Internet Explorer Keyboard Shortcuts (cont)	
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

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+S-HIFT+M	Restorethe minimized windows

Microsoft Natural Keyboard Shortcuts (cont)	
Windows Logo+E	Open My Computer
Windows Logo+F	Search for a file or a folder
CTRL+W-indows 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

MMC Console keyboard shortcuts	
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

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MMC Console keyboard shortcuts (cont)	
ALT+ENTER	Display the Properties dialog box, if any, for theselected 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

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

Remote Desktop Connection Navigation	
CTRL+A-LT+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

Remote Desktop Connection Navigation (cont)	
CTRL+ALT+-Minus 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
CTRL+ALT+Plus sign (+)	Place asnapshot of the entire client window area on the Terminal server clipboardand provide the same functi-onality aspressing ALT+PRINT SCREEN on a local computer

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