

PC Keyboard Shortcuts

System

CTRL+A	Select All
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+Z	Undo
CTRL+B	Bold
CTRL+U	Underline
CTRL+I	Italic
F1	Help
F2	Rename selected object
F3	Find all files
F4	Opens file list drop-down in dialogs
F5	Refresh current window
F6	Shifts focus in Windows Explorer
F10	Activates menu bar options
ALT+TAB	Cycles between open applications
ALT+F4	Quit program, close current window
ALT+F6	Switch between current program windows
ALT+ENTER	Opens properties dialog
ALT+SPACE	System menu for current window
ALT+↓	opens drop-down lists in dialog boxes
BACKSPACE	Switch to parent folder
CTRL+ESC	Opens Start menu
CTRL+ALT+DEL	Opens task manager, reboots the computer
CTRL+TAB	Move through property tabs
CTRL+SHIFT+DRAG	Create shortcut (also right-click, drag)
CTRL+DRAG	Copy File
ESC	Cancel last function
SHIFT	Press/hold SHIFT, insert CD-ROM to bypass auto-play
SHIFT+DRAG	Move file
SHIFT+F10	Opens context menu (same as right-click)
SHIFT+DELETE	Full wipe delete (bypasses Recycle Bin)
ALT+underlined letter	Opens the corresponding menu



PC Keyboard Shortcuts

Document Cursor Controls

HOME	to beginning of line or far left of field or screen
END	to end of line, or far right of field or screen
CTRL+HOME	to the top
CTRL+END	to the bottom
PAGE UP	moves document or dialog box up one page
PAGE DOWN	moves document or dialog down one page
ARROW KEYS	move focus in documents, dialogs, etc.
CTRL+ →	next word
CTRL+SHIFT+ →	selects word

Windows Explorer Tree Control

Numeric Keypad *	Expand all under current selection
Numeric Keypad +	Expands current selection
Numeric Keypad -	Collapses current selection
→	Expand current selection or go to first child
←	Collapse current selection or go to parent

Special Characters

'	Opening single quote . . . alt 0145	é	alt 0233
'	Closing single quote . . . alt 0146	É	alt 0201
"	Opening double quote. . . alt 0147	ñ	alt 0241
"	Closing double quote. . . alt 0148	÷	alt 0247
-	En dash. alt 0150		
—	Em dash alt 0151		
...	Ellipsis. alt 0133		
•	Bullet alt 0149		
®	Registration Mark. alt 0174		
©	Copyright alt 0169		
™	Trademark alt 0153		
°	Degree symbol. alt 0176		
¢	Cent sign alt 0162		
¼ alt 0188		
½ alt 0189		
¾ alt 0190		



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