

# KEYBOARD SHORTCUTS

## 1.) Windows Hotkeys:

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- \* Shift + F10 right-clicks.
- \* Win + L (XP Only): Locks keyboard. Similar to Lock Workstation.
- \* Win + F or F3: Open Find dialog. (All Files) F3 may not work in some applications which use F3 for their own find dialogs.
- \* Win + Control + F: Open Find dialog. (Computers)
- \* Win + U: Open Utility Manager.
- \* Win + F1: Open Windows help.
- \* Win + Pause: Open System Properties dialog.
- \* Win + Tab: Cycle through taskbar buttons. Enter clicks, Appskey or Shift + F10 right-clicks.
- \* Win + Shift + Tab: Cycle through taskbar buttons in reverse.
- \* Alt + Tab: Display CoolSwitch. More commonly known as the AltTab dialog.
- \* Alt + Shift + Tab: Display CoolSwitch; go in reverse.
- \* Alt + Escape: Send active window to the bottom of the z-order.
- \* Alt + Shift + Escape: Activate the window at the bottom of the z-order.
- \* Alt + F4: Close active window; or, if all windows are closed, open shutdown dialog.
- \* Shift while a CD is loading: Bypass AutoPlay.
- \* Shift while login: Bypass startup folder. Only those applications will be ignored which are in the startup folder, not those started from the registry (MicrosoftWindowsCurrentVersionRun)
- \* Ctrl + Alt + Delete or Ctrl + Alt + NumpadDel (Both NumLock states): Invoke the Task Manager or NT Security dialog.
- \* Ctrl + Shift + Escape (2000/XP ) or (Ctrl + Alt + NumpadDot) : Invoke the task manager. On earlier OSes, acts like Ctrl + Escape.
- \* Printscreen: Copy screenshot of current screen to clipboard.
- \* Alt + Printscreen: Copy screenshot of current active window to clipboard.
- \* Ctrl + Alt + Down Arrow: Invert screen. Untested on OSes other than XP.
- \* Ctrl + Alt + Up Arrow: Undo inversion.
- \* Win + B : Move focus to systray icons.

## 2.) Generic:

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- \* Ctrl + C or Ctrl + Insert: Copy.
- \* Ctrl + X or Shift + Delete: Cut.

- \* Ctrl + V or Shift + Insert: Paste/Move.
- \* Ctrl + N: New... File, Tab, Entry, etc.
- \* Ctrl + S: Save.
- \* Ctrl + O: Open...
- \* Ctrl + P: Print.
- \* Ctrl + Z: Undo.
- \* Ctrl + A: Select all.
- \* Ctrl + F: Find...
- \* Ctrl+W : to close the current window
- \* Ctrl + F4: Close tab or child window.
- \* F1: Open help.
- \* F11: Toggle full screen mode.
- \* Alt or F10: Activate menu bar.
- \* Alt + Space: Display system menu. Same as clicking the icon on the titlebar.
- \* Escape: Remove focus from current control/menu, or close dialog box.

### 3.) Generic Navigation:

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- \* Tab: Forward one item.
- \* Shift + Tab: Backward one item.
- \* Ctrl + Tab: Cycle through tabs/child windows.
- \* Ctrl + Shift + Tab: Cycle backwards through tabs/child windows.
- \* Enter: If a button's selected, click it, otherwise, click default button.
- \* Space: Toggle items such as radio buttons or checkboxes.
- \* Alt + (Letter): Activate item corresponding to (Letter). (Letter) is the underlined letter on the item's name.
- \* Ctrl + Left: Move cursor to the beginning of previous word.
- \* Ctrl + Right: Move cursor to the beginning of next word.
- \* Ctrl + Up: Move cursor to beginning of previous paragraph. This and all subsequent Up/Down hotkeys in this section have only been known to work in RichEdit controls.
- \* Ctrl + Down: Move cursor to beginning of next paragraph.
- \* Shift + Left: Highlight one character to the left.
- \* Shift + Right: Highlight one character to the right.
- \* Shift + Up: Highlight from current cursor position, to one line up.
- \* Shift + Down: Highlight from current cursor position, to one line down.
- \* Ctrl + Shift + Left: Highlight to beginning of previous word.
- \* Ctrl + Shift + Right: Highlight to beginning of next word.
- \* Ctrl + Shift + Up: Highlight to beginning of previous paragraph.
- \* Ctrl + Shift + Down: Highlight to beginning of next paragraph.

- \* Home: Move cursor to top of a scrollable control.
- \* End: Move cursor to bottom of a scrollable control.

#### 4.) Generic File Browser:

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- \* Arrow Keys: Navigate.
- \* Shift + Arrow Keys: Select multiple items.
- \* Ctrl + Arrow Keys: Change focus without changing selection. "Focus" is the object that will run on Enter. Space toggles selection of the focused item.
- \* (Letter): Select first found item that begins with (Letter).
- \* BackSpace: Go up one level to the parent directory.
- \* Alt + Left: Go back one folder.
- \* Alt + Right: Go forward one folder.
- \* Enter: Activate (Double-click) selected item(s).
- \* Alt + Enter: View properties for selected item.
- \* F2: Rename selected item(s).
- \* Ctrl + NumpadPlus: In a Details view, resizes all columns to fit the longest item in each one.
- \* Delete: Delete selected item(s).
- \* Shift + Delete: Delete selected item(s); bypass Recycle Bin.
- \* Ctrl while dragging item(s): Copy.
- \* Ctrl + Shift while dragging item(s): Create shortcut(s).
- \* In tree pane, if any:
  - \* Left: Collapse the current selection if expanded, or select the parent folder.
  - \* Right: Expand the current selection if collapsed, or select the first subfolder.
  - \* NumpadAsterisk: Expand currently selected directory and all subdirectories. No undo.
  - \* NumpadPlus: Expand currently selected directory.
  - \* NumpadMinus: Collapse currently selected directory.

#### 5.) Accessibility:

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- \* Right Shift for eight seconds: Toggle FilterKeys on and off. FilterKeys must be enabled.
- \* Left Alt + Left Shift + PrintScreen: Toggle High Contrast on and off. High Contrast must be enabled.
- \* Left Alt + Left Shift + NumLock: Toggle MouseKeys on and off. MouseKeys must be enabled.
- \* NumLock for five seconds: Toggle ToggleKeys on and off. ToggleKeys must be enabled.
- \* Shift five times: Toggle StickyKeys on and off. StickyKeys must be enabled.
- \* 6.) Microsoft Natural Keyboard with IntelliType Software Installed
- \* Win + L: Log off Windows.

- \* Win + P: Open Print Manager.
- \* Win + C: Open control panel.
- \* Win + V: Open clipboard.
- \* Win + K: Open keyboard properties.
- \* Win + I: Open mouse properties.
- \* Win + A: Open Accessibility properties.
- \* Win + Space: Displays the list of Microsoft IntelliType shortcut keys.
- \* Win + S: Toggle CapsLock on and off.

#### 7.) Remote Desktop Connection Navigation:

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- \* Ctrl + Alt + End: Open the NT Security dialog.
- \* Alt + PageUp: Switch between programs.
- \* Alt + PageDown: Switch between programs in reverse.
- \* Alt + Insert: Cycle through the programs in most recently used order.
- \* Alt + Home: Display start menu.
- \* Ctrl + Alt + Break: Switch the client computer between a window and a full screen.
- \* Alt + Delete: Display the Windows menu.
- \* Ctrl + Alt + NumpadMinus: Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing Alt + PrintScreen on a local computer.
- \* Ctrl + Alt + NumpadPlus: Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PrintScreen on a local computer.

#### 8.) Mozilla Firefox Shortcuts:

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- \* Ctrl + Tab or Ctrl + PageDown: Cycle through tabs.
- \* Ctrl + Shift + Tab or Ctrl + PageUp: Cycle through tabs in reverse.
- \* Ctrl + (1-9): Switch to tab corresponding to number.
- \* Ctrl + N: New window.
- \* Ctrl + T: New tab.
- \* Ctrl + L or Alt + D or F6: Switch focus to location bar.
- \* Ctrl + Enter: Open location in new tab.
- \* Shift + Enter: Open location in new window.
- \* Ctrl + K or Ctrl + E: Switch focus to search bar.
- \* Ctrl + O: Open a local file.
- \* Ctrl + W: Close tab, or window if there's only one tab open.

- \* Ctrl + Shift + W: Close window.
- \* Ctrl + S: Save page as a local file.
- \* Ctrl + P: Print page.
- \* Ctrl + F or F3: Open find toolbar.
- \* Ctrl + G or F3: Find next...
- \* Ctrl + Shift + G or Shift + F3: Find previous...
- \* Ctrl + B or Ctrl + I: Open Bookmarks sidebar.
- \* Ctrl + H: Open History sidebar.
- \* Escape: Stop loading page.
- \* Ctrl + R or F5: Reload current page.
- \* Ctrl + Shift + R or Ctrl + F5: Reload current page; bypass cache.
- \* Ctrl + U: View page source.
- \* Ctrl + D: Bookmark current page.
- \* Ctrl + NumpadPlus or Ctrl + Equals (+/=): Increase text size.
- \* Ctrl + NumpadMinus or Ctrl + Minus: Decrease text size.
- \* Ctrl + Numpad0 or Ctrl + 0: Set text size to default.
- \* Alt + Left or Backspace: Back.
- \* Alt + Right or Shift + Backspace: Forward.
- \* Alt + Home: Open home page.
- \* Ctrl + M: Open new message in integrated mail client.
- \* Ctrl + J: Open Downloads dialog.
- \* F6: Switch to next frame. You must have selected something on the page already, e.g. by use of Tab.
- \* Shift + F6: Switch to previous frame.
- \* Apostrophe ('): Find link as you type.
- \* Slash (/): Find text as you type.

## 9.) Gmail:

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- \* Note: Must have "keyboard shortcuts" on in settings.
- \* C: Compose new message.
- \* Shift + C: Open new window to compose new message.
- \* Slash (/): Switch focus to search box.
- \* K: Switch focus to the next most recent email. Enter or "O" opens focused email.
- \* J: Switch focus to the next oldest email.
- \* N: Switch focus to the next message in the "conversation." Enter or "O" expands/collapses messages.
- \* P: Switch focus to the previous message.
- \* U: Takes you back to the inbox and checks for new mail.
- \* Y: Various actions depending on current view:

- \* Has no effect in "Sent" and "All Mail" views.
- \* Inbox: Archive email or message.
- \* Starred: Unstar email or message.
- \* Spam: Unmark as spam and move back to "Inbox."
- \* Trash: Move back to "Inbox."
- \* Any label: Remove the label.
- \* X: "Check" an email. Various actions can be performed against all checked emails.
- \* S: "Star" an email. Identical to the more familiar term, "flagging."
- \* R: Reply to the email.
- \* A: Reply to all recipients of the email.
- \* F: Forward an email.
- \* Shift + R: Reply to the email in a new window.
- \* Shift + A: Reply to all recipients of the email in a new window.
- \* Shift + F: Forward an email in a new window.
- \* Shift + 1 (!): Mark an email as spam and remove it from the inbox.
- \* G then I: Switch to "Inbox" view.
- \* G then S: Switch to "Starred" view.
- \* G then A: Switch to "All Mail" view.
- \* G then C: Switch to "Contacts" view.
- \* G then S: Switch to "Drafts" view.

#### 10.) List of F1-F9 Key Commands for the Command Prompt:

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- \* F1 / right arrow: Repeats the letters of the last command line, one by one.
- \* F2: Displays a dialog asking user to "enter the char to copy up to" of the last command line
- \* F3: Repeats the last command line
- \* F4: Displays a dialog asking user to "enter the char to delete up to" of the last command line
- \* F5: Goes back one command line
- \* F6: Enters the traditional CTRL+Z (^z)
- \* F7: Displays a menu with the command line history
- \* F8: Cycles back through previous command lines (beginning with most recent)
- \* F9: Displays a dialog asking user to enter a command number, where 0 is for first command line entered.
- \* Alt+Enter: toggle fullScreen mode.
- \* up/down: scroll thru/repeat previous entries
- \* Esc: delete line
- \* Note: The buffer allows a maximum of 50 command lines. After this number is reached, the first line will be replaced in sequence.