

Basic Windows Shortcut Key

Keyboard Shortcut for Windows

Sr.No	Shortcut Key	Description
01	CTRL+C	Copy
02	CTRL+X	Cut
03	CTRL+V	Paste
04	CTRL+Z	Undo
05	DELETE	Delete
06	SHIFT+DELETE	Delete the selected item permanently without placing the item in the Recycle Bin
07	CTRL While Dragging an Item	Copy the selected item
08	CTRL+SHIFT While Dragging an Item	Create a shortcut to the selected item
09	F2 Key	Rename the selected item
10	CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word
11	CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word
12	CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph
13	CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph
14	CTRL+SHIFT With Any of The Arrow Keys	Highlight a block of text
15	CTRL+A	Select all
16	F3 Key	Search for a file or a folder
17	ALT+ENTER	View the properties for the selected item
18	ALT+F4	Close the active item, or quit the active program
19	ALT+ENTER	Display the properties of the selected object
20	ALT+SPACEBAR	Open the shortcut menu for the active window
21	CTRL+F4	Close the active document in programs that enable you to have multiple documents opensimultaneous ly
22	ALT+TAB	Switch between the open items
23	ALT+ESC	Cycle through items in the order that they had been opened
24	F6 Key	Cycle through the screen elements in a window or on the desktop
25	F4 Key	Display the Address bar list in My Computer or Windows Explorer
26	SHIFT+F10	Display the shortcut menu for the selected item
27	ALT+SPACEBAR	Display the System menu for the active window
28	CTRL+ESC	Display the Start menu

Sr.No	Shortcut Key	Description
29	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
30	F10 Key	Activate the menu bar in the active program
31	RIGHT ARROW	Open the next menu to the right, or open a submenu
32	LEFT ARROW	Open the next menu to the left, or close a submenu
33	F5 Key	Update the active window
34	BACKSPACE	View the folder onelevel up in My Computer or Windows Explorer
35	ESC	Cancel the current task
36	SHIFT When You Insert a CD-ROM Into The CD-ROM Drive	Prevent the CD-ROM from automatically playing

Dialog Box - Keyboard Shortcuts

Sr.No	Shortcut Key	Description
01	CTRL+TAB	Move forward through the tabs
02	CTRL+SHIFT+TAB	Move backward through the tabs
03	TAB	Move forward through the options
04	SHIFT+TAB	Move backward through the options
05	ALT+Underlined Letter	Perform the corresponding command or select the corresponding option
06	ENTER	Perform the command for the active option or button
07	SPACEBAR	Select or clear the check box if the active option is a check box
08	Arrow Keys	Select a button if the active option is a group of option buttons
09	F1 Key	Display Help
10	F4 Key	Display the items in the active list
11	BACKSPACE	Open a folder one level up if a folder is selected in the Save As or Open dialog box

Microsoft Natural Keyboard Shortcuts

Sr.No	Shortcut Key	Description
01	Windows Logo	Display or hide the Start menu
02	Windows Logo+BREAK	Display the System Properties dialog box
03	Windows Logo+D	Display the desktop
04	Windows Logo+M	Minimize all of the windows
05	Windows Logo+SHIFT+M	Restorethe minimized windows
06	Windows Logo+E	Open My Computer
07	Windows Logo+F	Search for a file or a folder
08	CTRL+Windows Logo+F	Search for computers

Sr.No	Shortcut Key	Description
09	Windows Logo+F1	Display Windows Help
10	Windows Logo+ L	Lock the keyboard
11	Windows Logo+R	Open the Run dialog box
12	Windows Logo+U	Open Utility Manager

Accessibility Keyboard Shortcuts

Sr.No	Shortcut Key	Description
01	Right SHIFT for eight seconds	Switch FilterKeys either on or off
02	Left ALT+left SHIFT+PRINT SCREEN	Switch High Contrast either on or off
03	Left ALT+left SHIFT+NUM LOCK	Switch the MouseKeys either on or off
04	SHIFT Five Times	
05	NUM LOCK For Five Seconds	Switch the ToggleKeys either on or off
06	Windows Logo +U	Open Utility Manager

Windows Explorer Keyboard Shortcuts

Sr.No	Shortcut Key	Description
01	END	Display the bottom of the active window
02	HOME	Display the top of the active window
03	NUM LOCK+Asterisk sign (*)	Display all of the subfolders that are under the selected folder
04	NUM LOCK+Plus sign (+)	Display the contents of the selected folder

MMC COnsole Windows Shortcut keys

Sr.No	Shortcut Key	Description
01	SHIFT+F10	Display the Action shortcut menu for the selected item
02	F1 Key	Open the Help topic, if any, for the selected item
03	F5 Key	Update the content of all console windows
04	CTRL+F10	Maximize the active console window
05	CTRL+F5	Restore the active console window
06	ALT+ENTER	Display the Properties dialog box, if any, for theselected item
07	F2 Key	Rename the selected item
08	CTRL+F4	Close the active console window. When a console has only one console window, this shortcut closes the console

Remote Desktop Connection Navigation

Sr.No	Shortcut Key	Description
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Sr.No	Shortcut Key	Description
01	CTRL+ALT+END	Open the Microsoft Windows NT Security dialog box
02	ALT+PAGE UP	Switch between programs from left to right.
03	ALT+PAGE DOWN	Switch between programs from right to left.
04	ALT+INSERT	Cycle through the programs in most recently used order.
05	ALT+HOME	Display the Start menu.
06	CTRL+ALT+BREAK	Switch the client computer between a window and a full screen.
07	ALT+DELETE	Display the Windows menu
08	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.
09	CTRL+ALT+Plus sign (+)	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.