

# Keyboard shortcuts for using Windows without a mouse

## General Keyboard Shortcuts

CTRL+C (Copy)

CTRL+X (Cut)

CTRL+V (Paste)

CTRL+Z (Undo)

DELETE (Delete)

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)

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+F4 (Close the active item, or quit the active program)

ALT+SPACEBAR (Open the shortcut menu for the active window)

CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)

ALT+TAB (Switch between the open items)

ALT+ESC (Cycle through items in the order that they had been opened)

SHIFT+F10 (Display the shortcut menu for the selected item)

CTRL+ESC (Display the Start menu)

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 (Refresh the active window)

BACKSPACE (View the folder one level up in My Computer or Windows Explorer)

ESC (Cancel the current task)

## Dialog Box Keyboard Shortcuts

CTRL+TAB (Move forward through the tabs)

CTRL+SHIFT+TAB (Move backward through the tabs)

TAB (Move forward through the options)

SHIFT+TAB (Move backward through the options)

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)

BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open [dialog](#) box)

Windows Logo+SHIFT+M (Restore the minimized windows)

Windows Logo+E (Open My Computer)

Windows Logo+F (Search for a file or a folder)

Windows Logo+F1 (Display Windows Help)

Windows Logo+ L (Lock the keyboard)