



open another window of application :
Shift + click taskbar icon or middle-click third mouse button


Cycle through app windows: Ctrl key + clicking the icon from the taskbar

Screen Calibration: dccw.exe  +1,  +2, etc.
Open shortcuts on taskbar

 +T
Access taskbar menu

 +Home
Minimize all unused windows

 +Left Arrow and  +Right Arrow dock to half the screen
 +Up Arrow and  + Down Arrow maximize and minimize
 +Shift+Up Arrow and  +Shift+Down Arrow maximize and restore vertical size.

 +P to display
Projector options

 +Shift+Right Arrow to toggle between monitors

 +Space
To display desktop

[Hide all](#)

Keyboard shortcuts

[This content is preliminary and subject to change.]

Keyboard shortcuts are combinations of two or more keys that, when pressed, can be used to perform a task that would typically require a mouse or other pointing device. Keyboard shortcuts can make it easier to interact with your computer, saving you time and effort as you work with Windows and other programs.

Most programs also provide accelerator keys that can make it easier to work with menus and other commands. Check the menus of programs for accelerator keys. If a letter is underlined in a menu, that usually means that pressing the ALT key in combination with the underlined key will have the same effect as clicking that menu item. Pressing the ALT key in some programs, such as Paint and WordPad, shows commands that are labeled with additional keys that you can press to use them.

You can also create new keyboard shortcuts to open programs. For more information, see [Create keyboard shortcuts to open programs](#).

[Ease of Access keyboard shortcuts](#)



The following table contains keyboard shortcuts that can help make your computer easier to use.

| Press this key | To do this |
|--|--------------------------------|
| Right Shift for eight seconds | Turn Filter Keys on and off |
| Left Alt+Left Shift+PrtScn (or PrtScn) | Turn High Contrast on or off |
| Left Alt+Left Shift+Num Lock | Turn Mouse Keys on or off |
| Shift five times | Turn Sticky Keys on or off |
| Num Lock for five seconds | Turn Toggle Keys on or off |
| Windows logo key | Open the Ease of Access Center |

[General keyboard shortcuts](#)

The following table contains general keyboard shortcuts.

| Press this key | To do this |
|----------------|---|
| F1 | Display Help |
| Ctrl+C | Copy the selected item |
| Ctrl+X | Cut the selected item |
| Ctrl+V | Paste the selected item |
| Ctrl+Z | Undo an action |
| Ctrl+Y | Redo an action |
| Delete | Delete the selected item and move it to the Recycle Bin |

| | |
|--|--|
| Shift+Delete | Delete the selected item without moving it to the Recycle Bin first |
| F2 | Rename the selected item |
| Ctrl+Right Arrow | Move the cursor to the beginning of the next word |
| Ctrl+Left Arrow | Move the cursor to the beginning of the previous word |
| Ctrl+Down Arrow | Move the cursor to the beginning of the next paragraph |
| Ctrl+Up Arrow | Move the cursor to the beginning of the previous paragraph |
| Ctrl+Shift with an arrow key | Select a block of text |
| Shift with any arrow key | Select more than one item in a window or on the desktop , or select text within a document |
| Ctrl with any arrow key+Spacebar | Select multiple individual items in a window or on the desktop |
| Ctrl+A | Select all items in a document or window |
| F3 | Search for a file or folder |
| Alt+Enter | Display properties for the selected item |
| Alt+F4 | Close the active item, or exit the active program |
| Alt+Spacebar | Open the shortcut menu for the active window |
| Ctrl+F4 | Close the active document (in programs that allow you to have multiple documents open simultaneously) |
| Alt+Tab | Switch between open items |
| Ctrl+Alt+Tab | Use the arrow keys to switch between open items |
| Ctrl+Mouse scroll wheel | Change the size of icons on the desktop |
| Windows logo key | Cycle through programs on the taskbar by using Windows Flip 3-D |
|  +Tab | |
| Ctrl+Windows logo key | Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D |
|  +Tab | |
| Alt+Esc | Cycle through items in the order in which they were opened |
| F6 | Cycle through screen elements in a window or on the desktop |
| F4 | Display the address bar list in Windows Explorer |
| Shift+F10 | Display the shortcut menu for the selected item |
| Ctrl+Esc | Open the Start menu |
| Alt+underlined letter | Display the corresponding menu |
| Alt+underlined letter | Perform the menu command (or other underlined command) |
| F10 | 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 | Refresh the active window |
| Alt+Up Arrow | View the folder one level up in Windows Explorer |
| Esc | Cancel the current task |
| Ctrl+Shift+Esc | Open Task Manager |
| Shift when you insert a CD | Prevent the CD from automatically playing |

Dialog box keyboard shortcuts




The following table contains keyboard shortcuts for use in dialog boxes.
















| Press this key | To do this |
|-----------------------|--|
| Ctrl+Tab | Move forward through tabs |
| Ctrl+Shift+Tab | Move back through tabs |
| Tab | Move forward through options |
| Shift+Tab | Move back through options |
| Alt+underlined letter | Perform the command (or select the option) that goes with that letter |
| Enter | Replaces clicking the mouse for many selected commands |
| 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 | Display Help |
| F4 | 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 key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key



| Press this key | To do this |
|--|--|
| Windows logo key | Open or close the Start menu |
|  Windows logo key | Display the System Properties dialog box |
|  +Pause | |
| Windows logo key | Display the desktop |
|  +D | |
| Windows logo key | Minimize all windows |

| | |
|---|--|
|  +M | Restore minimized windows to the desktop |
|  +Shift+M | Open Computer |
|  +E | Search for a file or folder |
|  +F | Search for computers (if you are on a network) |
|  +L | Lock your computer or switch users |
|  +R | Open the Run dialog box |
|  +T | Cycle through programs on the taskbar |
|  +Tab | Cycle through programs on the taskbar by using Windows Flip 3-D |
|  +Tab | Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D |
|  +B | Switch to the program that displayed a message in the notification area |
|  +Spacebar | Preview the desktop |
|  +G | Cycle through gadgets |
|  +U | Open Ease of Access Center |
|  +X | Open Windows Mobility Center |
|  with any number key | Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, Windows logo key +1 to launch the first shortcut in the Quick Launch menu. |


Windows Explorer keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

| Press this key | To do this |
|---|---|
| Ctrl+N | Open a new window |
| End | Display the bottom of the active window |
| Home | Display the top of the active window |
| F11 | Maximize or minimize the active window |
| Num Lock+Asterisk (*) on numeric keypad | Display all subfolders under the selected folder |
| Num Lock+Plus Sign (+) on numeric keypad | Display the contents of the selected folder |
| Num Lock+Minus Sign (-) on numeric keypad | Collapse the selected folder |
| Left Arrow | Collapse the current selection (if it is expanded), or select the parent folder |
| Alt+Left Arrow | View the previous folder |
| Right Arrow | Display the current selection (if it is collapsed), or select the first subfolder |
| Alt+Right Arrow | View the next folder |
| Ctrl+Mouse scroll wheel | Change the size and appearance of file and folder icons |
| Alt+D | Select the address bar |
| Ctrl+E | Select the Search bar |

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

| Press this key | To do this |
|--|------------------------|
| Windows logo key | Zoom in or out |
|  + Plus\Minus | Zoom in or out |
| Ctrl+Alt+Space | Show the mouse pointer |

| | |
|----------------------|---|
| Ctrl+Alt+Enter | Change the display mode between full screen and lens mode |
| Ctrl+Alt+I | Invert colors |
| Ctrl+Alt+Arrow Keys | Pan in the direction of the arrow keys |
| Shift+Alt+Arrow keys | Resize the lens |

[Remote Desktop Connection keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Remote Desktop Connection.

| Press this key | To do this |
|---|---|
| Alt+Page Up | Switches between programs from left to right |
| Alt+Page Down | Switches between programs from right to left |
| Alt+Insert | Cycles through programs in the order that they were started in |
| Alt+Home | Displays the Start menu |
| Ctrl+Alt+Break | Switches between a window and full screen |
| Ctrl+Alt+End | Displays the Windows Security dialog box |
| Alt+Delete | Displays the Windows menu |
| Ctrl+Alt+Minus Sign (-) on the numeric keypad | Places a copy of the active window, within the client , on the Terminal server clipboard (provides the same functionality as pressing Alt+PrtScn on a local computer) |
| Ctrl+Alt+Plus Sign (+) on the numeric keypad | Places a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing PrtScn on a local computer) |
| Ctrl+Alt+Right Arrow | Enables you to “tab” out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program |
| Ctrl+Alt+Left Arrow | Enables you to “tab” out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program |

Note

- Ctrl+Alt+Break and Ctrl+Alt+End are available in all Remote Desktop sessions, even when you've set up the remote computer to recognize Windows keyboard shortcuts.

[Windows Journal keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Windows Journal.

| Press this key | To do this |
|----------------|--|
| Ctrl+N | Start a new note |
| Ctrl+O | Open a recently used note |
| Ctrl+S | Save changes to a note |
| Ctrl+Shift+V | Move a note to a specific folder |
| Ctrl+P | Print a note |
| Alt+F4 | Close a note and its Journal window |
| Ctrl+Z | Undo a change |
| Ctrl+Y | Redo a change |
| Ctrl+A | Select all items on a page |
| Ctrl+X | Cut a selection |
| Ctrl+C | Copy a selection to the Clipboard |
| Ctrl+V | Paste a selection from the Clipboard |
| Esc | Cancel a selection |
| Delete | Delete a selection |
| Ctrl+F | Start a basic find |
| Ctrl+G | Go to a page |
| F5 | Refresh find results |
| F5 | Refresh the note list |
| F6 | Toggle between a note list and a note |
| Ctrl+Shift+C | Display a shortcut menu for column headings in a note list |
| F11 | View a note in full-screen mode |
| F1 | Open Journal Help |

[Windows Sticky Notes keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with Sticky Notes.

| Press this key | To do this |
|-----------------|--|
| Alt+Left Arrow | Go to the previous note |
| Alt+Right Arrow | Go to the next note |
| Alt+Space | Open the Sticky Notes shortcut menu on the title bar |
| Alt+F4 | Close Sticky Notes |
| Ctrl+C | Copy |
| Ctrl+D | Delete |
| Ctrl+N | Open a new note |
| Ctrl+P | Play/Pause |
| Ctrl+R | Record |
| Ctrl+S | Stop |
| F1 | Open Help |

[Windows Help viewer keyboard shortcuts](#)

The following table contains keyboard shortcuts for working with the Help viewer.

| Press this key | To do this |
|----------------|------------|
|----------------|------------|

| | |
|-----------------|--|
| Alt+C | Display the Table of Contents |
| Alt+N | Display the Connection Settings menu |
| F10 | Display the Options menu |
| Alt+Left Arrow | Move back to the previously viewed topic |
| Alt+Right Arrow | Move forward to the next (previously viewed) topic |
| Alt+A | Display the customer support page |
| Alt+Home | Display the Help and Support home page |
| Home | Move to the beginning of a topic |
| End | Move to the end of a topic |
| Ctrl+F | Search the current topic |
| Ctrl+P | Print a topic |
| F3 | Move the cursor to the search box |

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