

Windows General Navigation Commands

WINDOWS KEY: opens the start menu.

WINDOWS KEY-M: moves focus to Desktop (minimizes all applications)

WINDOWS KEY-D: moves focus to Desktop (press again to go back to application)

WINDOWS KEY-T: moves focus to Taskbar (WINDOWS KEY-TAB for XP and earlier)

WINDOWS KEY-B: moves focus to System Tray

ALT-TAB: switches between open applications

TAB: moves through the controls of a dialog or application

SHIFT-TAB: moves backwards through the controls of a dialog or application

ALT-F4: closes or exits the active application or window

ALT: moves focus to Menu Bar/Ribbon in an application

ALT-access key: opens corresponding menu, Ribbon tab, menu item or control

ESC: cancel or close a menu or dialog box

F6: moves between panes or frames of an application window

Windows Text Navigation Commands

RIGHT ARROW: moves to next character

LEFT ARROW: moves to previous character

CTRL-RIGHT ARROW: moves to next word

CTRL-LEFT ARROW: moves to previous word

DOWN ARROW: moves to next by line

UP ARROW: moves to previous line

CTRL-DOWN ARROW: moves to next paragraph

CTRL-UP ARROW: moves to previous paragraph

CTRL-SHIFT-PAGE DOWN: moves to next sentence

CTRL-SHIFT-PAGE UP: moves to previous sentence

HOME: moves to beginning of line

END: moves to end of line

CTRL-HOME: moves to top of document

CTRL-END: moves to bottom of document

Windows Text Selection and Formatting Commands

SHIFT-RIGHT: selects next character

SHIFT-LEFT: selects previous character

CTRL-SHIFT-RIGHT ARROW: selects next word

CTRL-SHIFT-LEFT ARROW: selects previous word

SHIFT-DOWN ARROW: selects next line

SHIFT-UP ARROW: selects previous line

SHIFT-END: selects from cursor to end of line

SHIFT-HOME: selects from cursor to beginning of line

CTRL-SHIFT-UP ARROW: selects previous paragraph

CTRL-SHIFT-DOWN ARROW: selects next paragraph

CTRL-SHIFT-END: selects from cursor location to bottom of document

CTRL-SHIFT-HOME: selects from cursor location to top of document

CTRL-A: select all

CTRL-B: bold (toggle)

CTRL-C: copy

CTRL-I: italics (toggle)

CTRL-U: underline (toggle)

CTRL-V: paste

CTRL-X: cut

CTRL-Z: undo

Windows Miscellaneous Commands

WINDOWS KEY-R: opens Run dialog

WINDOWS KEY-E: opens Windows Explorer

APPLICATIONS KEY or SHIFT-F10: opens the context menu

ALT-SPACEBAR: opens the application's system menu (Minimize, Maximize, etc.)

ENTER: activates/opens selected control, menu item, list item

SPACEBAR: selects/deselects item in a list view; toggles checkbox or radio button

F2: rename selected item