

System

CTRL + A	Select All
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + Z	Undo/Redo
CTRL + B	Bold
CTRL + U	Underline
CTRL + I	Italic
F1	Help
F2	Rename selected object
F3	Find all files
F4	Open file list drop-down in dialogs
F5	Refresh current window
F6	Shifts focus in window explorer
F10	Activates menu bar options
ALT + TAB	Cycles between open applications
ALT + F4	Quit program/close current window
ALT + F6	Switch between current program windows
ALT + Enter	Open properties dialog
ALT + Space	System menu for current window
ALT + ↓	Opens drop-down list in dialog boxes
Backspace	Switch to parent folder
CTRL + ESC	Opens start menu
CTRL + ALT + DEL	Opens task manager/reboots the computer
CTRL + TAB	Move through property tabs
CTRL + SHIFT + DRAG	Create shortcut (also right click drag)
CTRL + DRAG	Copy file
ESC	Cancel last function
SHIFT	Press/hold SHIFT. Insert CD-ROM to bypass auto play
SHIFT + DRAG	Move file
SHIFT + F10	Opens context menu (same as right click)
SHIFT + DELETE	Full wipe delete (bypass recycle bin)
ALT + underline letter	Opens the corresponding menu

Windows Explorer Tree Control

Numeric Keypad *	Expand all under current selection
Numeric Keypad +	Expands current selection
Numeric Keypad -	Collapses current selection
→	Expand current selection or go to first child
←	Collapse current selection or go to parent

Document Cursor Controls

HOME	To beginning of the line or far left of field or screen
END	To end of line or far right of field or screen
CTRL + HOME	To the top
CTRL + END	To the bottom
PAGE UP	Moves document or dialog box up one (1) page
PAGE DOWN	Moves document or dialog box down one (1) page
ARROW KEYS	Move focus in documents, dialog, etc.
CTRL + →	Next word
CTRL + ←	Previous word
CTRL + SHIFT + →	Select word
CTRL + DELETE	Delete next word
CTRL + Backspace	Delete previous word
SHIFT + HOME	Select the text between the cursor and the beginning of the current line
SHIFT + END	Select the text between the cursor and the end of the current line

Special Character (Keystroke)

‘	Opening single quote	alt 0145	μ	alt 0181 / alt 230
’	Closing single quote	alt 0146	±	alt 0177 / alt 241
“	Opening double quote	alt 0147	≥	alt 242
”	Closing double quote	alt 0148	≤	alt 243
—	En dash	alt 0150	☺	alt 1
—	Em dash	alt 0151	↑	alt 24
...	Ellipse	alt 0133	↓	alt 25
•	Bullet	alt 0149 / alt 7	→	alt 26
○	Opened bullet	alt 9	←	alt 27
®	Registration mark	alt 0174	↑	alt 18
©	Copyright	alt 0169	↔	alt 29
™	Trademark	alt 0153	^	alt 94
°	Degree symbol	alt 0176 / alt 248	«	alt 174
¢	Cent sign	alt 0162	»	alt 175
β	Beta	alt 946	√	alt 251
¼		alt 0188	~	alt 126
½		alt 0189	~	alt 0152
¾		alt 0190	£	alt 0163
é		alt 0233	¹	alt 0185
É		alt 0201	²	alt 253
ñ		alt 0241	³	alt 0179
π		alt 227	€	alt 0128
∞		alt 236	Δ	alt 916