

Windows Shortcut Keys

Window Key Shortcut Keys

Keystroke	Action
Windows Key Only	Brings up Start Menu
Windows Key + D	Display the Desktop
Windows Key + M	Minimize all Windows
Windows Key + E	Opens Windows Explorer
Windows Key + F	Windows Search/Find
Windows Key + R	Open Run Dialog Window
Windows Key + L	Lock the Computer
Windows Key + F1	Open Windows Help Window
Windows Key + Tab	Cycle through Programs on the Taskbar
Windows Key + Break	Opens System Properties Window

Internet Explorer Shortcut Keys

Keystroke	Action
Spacebar	Moves Down One Page at a Time
Shift+Spacebar	Moves Up One Page at a Time
Esc	Stops Downloading of Page
F11	Displays Page in Full Screen Mode
F5	Refresh Page or Frame
Alt+Right Arrow	Move Forward a Page
Alt+Left Arrow or Backspace	Move Back a Page
Alt+Home	Go to Your Home Page
Alt+D	Move the Focus to the Address Bar
Ctrl+Enter	Complete an Address
Ctrl+N	Open a New Browser Window
Ctrl+P	Print Current Page
Ctrl+L/O	Opens the Locate/Open Dialog Window
Ctrl+R	Refresh Current Window
Ctrl+W	Close the Active Window
Ctrl+H	Opens the History Window

Cut, Copy and Paste Commands

Keystroke	Action
Ctrl+A	Select All (Entire Document)
Ctrl+C	Copy Selected Text
Ctrl+X	Cut Selected Text
Ctrl+V	Paste Text
Ctrl+Z	Undo Command

Formatting Commands

Keystroke	Action
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+L	Left Justify
Ctrl+R	Right Justify
Ctrl+E	Center
Ctrl+J	Full Justification
Ctrl+1	Set Line Spacing to 1
Ctrl+2	Set Line Spacing to 2
Ctrl+5	Set Line Spacing to 1.5

General Application Commands

Keystroke	Action
F1	Help
Ctrl+P	Print
Ctrl+S	Save
Ctrl+F	Find/Replace
Ctrl+N	Start New Document
Ctrl+G	Go To (Page, Line, Row...)
Ctrl+O	Open Document
Ctrl+Enter	Start New Page (in current document)
Alt+F6	Switch Between Documents in Program

msinfo32 Microsoft System Information