



APPLIES TO:

All editions of Windows Vista.

Ease of Access keyboard shortcuts

Right SHIFT for eight seconds Turn Filter Keys on and off

Left ALT+left SHIFT+PRINT SCREEN(or PRTSCRN) 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 +U Open the Ease of Access Center

General keyboard shortcuts

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 +TAB

Cycle through programs on the taskbar by using Windows Flip 3-D

CTRL+Windows logo key +TAB

Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

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

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

Microsoft keyboard shortcuts

Windows logo key

Open or close the Start menu

Windows logo key +PAUSE

Display the System Properties dialog box

Windows logo key +D

Display the desktop

Windows logo key +M

Minimize all windows

Windows logo key +SHIFT+M

Restore minimized windows to the desktop

Windows logo key +E

Open Computer

Windows logo key +F

Search for a file or folder

CTRL+Windows logo key +F

Search for computers (if you are on a network)

Windows logo key +L

Lock your computer or switch users

Windows logo key +R

Open the Run dialog box

Windows logo key +T

Cycle through programs on the taskbar

Windows logo key +TAB

Cycle through programs on the taskbar by using Windows Flip 3-D

CTRL+Windows logo key +TAB

Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D

Windows logo key +SPACEBAR

Bring all gadgets to the front and select Windows Sidebar

Windows logo key +G

Cycle through Sidebar gadgets

Windows logo key +U

Open Ease of Access Center

Windows logo key +X

Open Windows Mobility Center

Windows logo key 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

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

Windows Photo Gallery keyboard shortcuts

CTRL+F

Open the Fix pane

CTRL+P

Print the selected picture

ENTER

View the selected picture at a larger size

CTRL+I

Open or close the Details pane

CTRL+PERIOD (.)

Rotate the picture clockwise

CTRL+COMMA (,)

Rotate the picture counter-clockwise

F2

Rename the selected item

CTRL+E

Search for an item

ALT+LEFT ARROW

Go back

ALT+RIGHT ARROW

Go forward

PLUS SIGN (+)

Zoom in or resize the picture thumbnail

MINUS SIGN (-)

Zoom out or resize the picture thumbnail

CTRL+Mouse scroll wheel

Change the size of the picture thumbnail

CTRL+B

Best fit

LEFT ARROW

Select the previous item

DOWN ARROW

Select the next item or row

UP ARROW

Previous item (Easel) or previous row (Thumbnail)

PAGE UP

Previous screen

PAGE DOWN

Next screen

HOME

Select the first item

END

Select the last item

DELETE

Move the selected item to the Recycle Bin

SHIFT+DELETE

Permanently delete the selected item

LEFT ARROW

Collapse node

RIGHT ARROW

Expand node

Keyboard shortcuts for working with videos

J

Move back one frame

K

Pause the playback

L

Move forward one frame

I

Set the start trim point

O

Set the end trim point

M

Split a clip

HOME

Stop and rewind all the way back to the start trim point

ALT+RIGHT ARROW

Advance to the next frame

ALT+LEFT ARROW

Go back to the previous frame

CTRL+K

Stop and rewind playback

CTRL+P

Play from the current location

HOME

Move the start trim point

END

Move to the end trim point

PAGE UP

Seek to nearest split point before the current location

PAGE DOWN

Seek to nearest split point after the current location

Windows Help viewer keyboard shortcuts

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 the to 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 to the Search box