**Windows Hotkeys**

Below is a (hopefully) comprehensive list of all default Windows hotkeys.

**Untested hotkeys are in red.**  
Side notes are in italics.  
  
  
Windows Hotkeys  
  
**Ctrl + Escape** or **Win**: Display start menu.  
**Shift + F10** or **AppsKey**: Display context menu.  
**Win + E**: Open Windows Explorer.  
**Win + R**: Open Run dialog.  
**Win + M**: Minimize all windows.  
**Win + Shift + M**: Undo minimize all windows.  
**Win + D**: Toggle minimize all windows.  
**Win + B** (XP only): Activate system tray. Arrow keys select, Enter double-clicks, and AppsKey or Shift + F10 right-clicks.  
**Win + L** (XP Only): Locks keyboard. Similar to Lock Workstation.  
**Win + F** or **F3**: Open Find dialog. (All Files) F3 may not work in some applications which use F3 for their own find dialogs.  
**Win + Control + F**: Open Find dialog. (Computers)  
**Win + U**: Open Utility Manager.  
**Win + F1**: Open Windows help.  
**Win + Pause**: Open System Properties dialog.  
**Win + Tab**: Cycle through taskbar buttons. Enter clicks, AppsKey or Shift + F10 right-clicks.  
**Win + Shift + Tab**: Cycle through taskbar buttons in reverse.  
**Alt + Tab**: Display CoolSwitch. More commonly known as the AltTab dialog.  
**Alt + Shift + Tab**: Display CoolSwitch; go in reverse.  
**Alt + Escape**: Send active window to the bottom of the z-order.  
**Alt + Shift + Escape**: Activate the window at the bottom of the z-order.  
**Alt + F4**: Close active window; or, if all windows are closed, open shutdown dialog.  
**Shift** while a CD is loading: Bypass AutoPlay.  
**Ctrl + Alt + Delete** or **Ctrl + Alt + NumpadDel** (Both NumLock states): Invoke the Task Manager or NT Security dialog.  
**Ctrl + Shift + Escape** (XP Only): Invoke the task manager. On earlier OSes, acts like Ctrl + Escape.  
**Printscreen**: Copy screenshot of current screen to clipboard.  
**Alt + Printscreen**: Copy screenshot of current active window to clipboard.  
**Ctrl + Alt + Down Arrow**: Invert screen. Untested on OSes other than XP.  
**Ctrl + Alt + Up Arrow**: Undo inversion.  
  
  
Generic  
  
**Ctrl + C** or **Ctrl + Insert**: Copy.  
**Ctrl + X** or **Shift + Delete**: Cut.  
**Ctrl + V** or **Shift + Insert**: Paste/Move.  
**Ctrl + N**: New... File, Tab, Entry, etc.  
**Ctrl + S**: Save.  
**Ctrl + O**: Open...  
**Ctrl + P**: Print.  
**Ctrl + Z**: Undo.  
**Ctrl + A**: Select all.  
**Ctrl + F**: Find...  
**Ctrl + F4**: Close tab or child window.  
**F1**: Open help.  
**F11**: Toggle full screen mode.  
**Alt** or **F10**: Activate menu bar.  
**Alt + Space**: Display system menu. Same as clicking the icon on the titlebar.  
**Escape**: Remove focus from current control/menu, or close dialog box.  
  
  
Generic Navigation  
  
**Tab**: Forward one item.  
**Shift + Tab**: Backward one item.  
**Ctrl + Tab**: Cycle through tabs/child windows.  
**Ctrl + Shift + Tab**: Cycle backwards through tabs/child windows.  
**Enter**: If a button's selected, click it, otherwise, click default button.  
**Space**: Toggle items such as radio buttons or checkboxes.  
**Alt + (Letter)**: Activate item corresponding to (Letter). (Letter) is the underlined letter on the item's name.  
**Ctrl + Left**: Move cursor to the beginning of previous word.  
**Ctrl + Right**: Move cursor to the beginning of next word.  
**Ctrl + Up**: Move cursor to beginning of previous paragraph. This and all subsequent Up/Down hotkeys in this section have only been known to work in RichEdit controls.  
**Ctrl + Down**: Move cursor to beginning of next paragraph.  
**Shift + Left**: Highlight one character to the left.  
**Shift + Right**: Highlight one character to the right.  
**Shift + Up**: Highlight from current cursor position, to one line up.  
**Shift + Down**: Highlight from current cursor position, to one line down.  
**Ctrl + Shift + Left**: Highlight to beginning of previous word.  
**Ctrl + Shift + Right**: Highlight to beginning of next word.  
**Ctrl + Shift + Up**: Highlight to beginning of previous paragraph.  
**Ctrl + Shift + Down**: Highlight to beginning of next paragraph.  
**Home**: Move cursor to top of a scrollable control.  
**End**: Move cursor to bottom of a scrollable control.  
  
  
Generic File Browser  
  
**Arrow Keys**: Navigate.  
**Shift + Arrow Keys**: Select multiple items.  
**Ctrl + Arrow Keys**: Change focus without changing selection. "Focus" is the object that will run on Enter. Space toggles selection of the focused item.  
**(Letter)**: Select first found item that begins with (Letter).  
**BackSpace**: Go up one level to the parent directory.  
**Alt + Left**: Go back one folder.  
**Alt + Right**: Go forward one folder.  
**Enter**: Activate (Double-click) selected item(s).  
**Alt + Enter**: View properties for selected item.  
**F2**: Rename selected item(s).  
**F7**: New folder.  
**Ctrl + NumpadPlus**: In a Details view, resizes all columns to fit the longest item in each one.  
**Delete**: Delete selected item(s).  
**Shift + Delete**: Delete selected item(s); bypass Recycle Bin.  
**Ctrl** while dragging item(s): Copy.  
**Ctrl + Shift** while dragging item(s): Create shortcut(s).  
  
In tree pane, if any:  
**Left**: Collapse the current selection if expanded, or select the parent folder.  
**Right**: Expand the current selection if collapsed, or select the first subfolder.  
**NumpadAsterisk**: Expand currently selected directory and all subdirectories. No undo.  
**NumpadPlus**: Expand currently selected directory.  
**NumpadMinus**: Collapse currently selected directory.  
  
  
Accessibility  
  
**Right Shift** for eight seconds: Toggle FilterKeys on and off. FilterKeys must be enabled.  
**Left Alt + Left Shift + PrintScreen**: Toggle High Contrast on and off. High Contrast must be enabled.  
**Left Alt + Left Shift + NumLock**: Toggle MouseKeys on and off. MouseKeys must be enabled.  
**NumLock** for five seconds: Toggle ToggleKeys on and off. ToggleKeys must be enabled.  
**Shift** five times: Toggle StickyKeys on and off. StickyKeys must be enabled.  
  
  
Microsoft Natural Keyboard with IntelliType Software Installed  
  
**Win + L**: Log off Windows.  
**Win + P**: Open Print Manager.  
**Win + C**: Open control panel.  
**Win + V**: Open clipboard.  
**Win + K**: Open keyboard properties.  
**Win + I**: Open mouse properties.  
**Win + A**: Open Accessibility properties.  
**Win + Space**: Displays the list of Microsoft IntelliType shortcut keys.  
**Win + S**: Toggle CapsLock on and off.  
  
  
Remote Desktop Connection Navigation  
  
**Ctrl + Alt + End**: Open the NT Security dialog.  
**Alt + PageUp**: Switch between programs.  
**Alt + PageDown**: Switch between programs in reverse.  
**Alt + Insert**: Cycle through the programs in most recently used order.  
**Alt + Home**: Display start menu.  
**Ctrl + Alt + Break**: Switch the client computer between a window and a full screen.  
**Alt + Delete**: Display the Windows menu.  
**Ctrl + Alt + NumpadMinus**: Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing Alt + PrintScreen on a local computer.  
**Ctrl + Alt + NumpadPlus**: Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PrintScreen on a local computer.  
  
  
Mozilla Firefox 1.x  
  
**Ctrl + Tab** or **Ctrl + PageDown**: Cycle through tabs.  
**Ctrl + Shift + Tab** or **Ctrl + PageUp**: Cycle through tabs in reverse.  
**Ctrl + (1-9)**: Switch to tab corresponding to number.  
**Ctrl + N**: New window.  
**Ctrl + T**: New tab.  
**Ctrl + L** or **Alt + D** or **F6**: Switch focus to location bar.  
**Ctrl + Enter**: Open location in new tab.  
**Shift + Enter**: Open location in new window.  
**Ctrl + K** or **Ctrl + E**: Switch focus to search bar.  
**Ctrl + O**: Open a local file.  
**Ctrl + W**: Close tab, or window if there's only one tab open.  
**Ctrl + Shift + W**: Close window.  
**Ctrl + S**: Save page as a local file.  
**Ctrl + P**: Print page.  
**Ctrl + F** or **F3**: Open find toolbar.  
**Ctrl + G** or **F3**: Find next...  
**Ctrl + Shift + G** or **Shift + F3**: Find previous...  
**Ctrl + B** or **Ctrl + I**: Open Bookmarks sidebar.  
**Ctrl + H**: Open History sidebar.  
**Escape**: Stop loading page.  
**Ctrl + R** or **F5**: Reload current page.  
**Ctrl + Shift + R** or **Ctrl + F5**: Reload current page; bypass cache.  
**Ctrl + U**: View page source.  
**Ctrl + D**: Bookmark current page.  
**Ctrl + NumpadPlus** or **Ctrl + Equals** (+/=): Increase text size.  
**Ctrl + NumpadMinus** or **Ctrl + Minus**: Decrease text size.  
**Ctrl + Numpad0** or **Ctrl + 0**: Set text size to default.  
**Alt + Left** or **Backspace**: Back.  
**Alt + Right** or **Shift + Backspace**: Forward.  
**Alt + Home**: Open home page.  
**Ctrl + M**: Open new message in integrated mail client.  
**Ctrl + J**: Open Downloads dialog.  
**F6**: Switch to next frame. You must have selected something on the page already, e.g. by use of Tab.  
**Shift + F6**: Switch to previous frame.  
**Apostrophe** ('): Find link as you type.  
**Slash** (/): Find text as you type.  
  
  
BBCode (This forum's posting)  
  
While text is selected:  
**Alt + B**: Format text in bold.  
**Alt + I**: Format text in italics.  
**Alt + U**: Format text as underlined.  
**Alt + Q**: Format text as a quote.  
**Alt + C**: Format text as code.  
**Alt + L**: Format text as a list.  
**Alt + O**: Format text as an ordered list.  
**Alt + P**: Format url as a hotlinked image.  
**Alt + W**: Format url as a hyperlink.  
  
  
GMail  
  
Must have "keyboard shortcuts" on in settings.  
**C**: Compose new message.  
**Shift + C**: Open new window to compose new message.  
**Slash** (/): Switch focus to search box.  
**K**: Switch focus to the next most recent email. Enter or "O" opens focused email.  
**J**: Switch focus to the next oldest email.  
**N**: Switch focus to the next message in the "conversation." Enter or "O" expands/collapses messages.  
**P**: Switch focus to the previous message.  
**U**: Takes you back to the inbox and checks for new mail.  
**Y**: Various actions depending on current view:  
Has no effect in "Sent" and "All Mail" views.  
[\*:3gdr5caz]Inbox: Archive email or message.  
[\*:3gdr5caz]Starred: Unstar email or message.  
[\*:3gdr5caz]Spam: Unmark as spam and move back to "Inbox."  
[\*:3gdr5caz]Trash: Move back to "Inbox."  
[\*:3gdr5caz]Any label: Remove the label.**X**: "Check" an email. Various actions can be performed against all checked emails.  
**S**: "Star" an email. Identical to the more familiar term, "flagging."  
**R**: Reply to the email.  
**A**: Reply to all recipients of the email.  
**F**: Forward an email.  
**Shift + R**: Reply to the email in a new window.  
**Shift + A**: Reply to all recipients of the email in a new window.  
**Shift + F**: Forward an email in a new window.  
**Shift + 1** (!): Mark an email as spam and remove it from the inbox.  
**G** then **I**: Switch to "Inbox" view.  
**G** then **S**: Switch to "Starred" view.  
**G** then **A**: Switch to "All Mail" view.  
**G** then **C**: Switch to "Contacts" view.  
**G** then **S**: Switch to "Drafts" view.