

Windows XP cheat sheet

Windows logo shortcuts

These shortcuts involve using Windows key on your keyboard. They're usually globally available, meaning you may use them no matter what program is currently active.

Win or Ctrl + Esc	Open / Close the Start menu
Win + R	Open the Run dialog box
Win + D	Display desktop, hide other windows. Press again to restore all windows
Win + M	Minimize all open windows
Win + Shift + M	Restore minimized windows
Win + E	Open Windows Explorer
Win + F	Search for a file or a folder
Ctrl + Win + F	Search for computers
Win + L	Lock the computer (opens login screen)
Win + U	Open Utility Manager
Win + F1	Display Windows Help

General

These shortcuts can be used when editing text or when working with any type of items. Windows XP and many programs support them.

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Del	Delete
Shift + Del	Delete selected item permanently without placing the item in the Recycle Bin.
Ctrl + A	Select all
Ctrl	(hold when dragging an item) Copy selected item
Ctrl + Shift	(hold when dragging an item) Create a shortcut to selected item
Ctrl + F4	Close active document or tab in a program
Alt + Tab	Switch between open programs

in taskbar

F6	Cycle through screen elements in a window or on the desktop
F4	Display the Address bar list in My Computer or Windows Explorer
Shift + F10	Display the shortcut menu for the selected item
Alt + Space	Display the System menu for the active window
Ctrl + Esc	Open / Close the Start menu
Alt then [A - Z]	(press underlined letter in a menu) Display the corresponding menu
F10	Activate the menu bar in the active program (similar to Alt key)
F5	Refresh the active window
Shift	(when inserting a CD or DVD) Prevent automatically playing / launching the CD or DVD

Windows Explorer

End	Go to the bottom of the list
Home	Go to the top of the list
Num Lock + *	Display all of the subfolders that are under the selected folder
Num Lock + +	Display the contents of the selected folder
Num Lock + -	Collapse the selected folder
Left arrow	Collapse the current selection if it is expanded, or select the parent folder
Right arrow	Display the current selection if it is collapsed, or select the first subfolder
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box

These general shortcuts can also be used in Windows Explorer:

Ctrl + C	Copy selected files/folders
Ctrl + X	Cut selected files/folders
Ctrl + V	Paste

Ctrl + Z	Undo last action (undo copy, move, delete, etc)
Ctrl + Y	Redo
Del	Delete (by default, will move items to Recycle Bin)
Shift + Del	Delete selected item permanently without placing the item in the Recycle Bin.
Ctrl + A	Select all (in current folder)
Ctrl	(hold when dragging an item) Copy selected item
Ctrl + Shift	(hold when dragging an item) Create a shortcut to selected item
F2	Rename the selected item
F3	Search for a file or a folder
F5	Refresh the active window
F4	Display the Address bar list

Dialog boxes

Ctrl + Tab	Move forward through the tabs
Ctrl + Shift + Tab	Move backward through the tabs
Tab	Move forward through the options
Shift + Tab	Move backward through the options
Alt then [A - Z]	(press underlined letter in a menu) Display the corresponding menu option
Enter	Perform the command for the active option or button
Space	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

Microsoft Management Console (MMC) main window

Ctrl + O	Open a saved console
Ctrl + N	Open a new console
Ctrl + S	Save the open console

Ctrl + M	Add or remove a console item
Ctrl + W	Open a new window
F5	Update the content of all console windows
Alt + Space	Display the MMC window menu
Alt + A	Display the Action menu
Alt + V	Display the View menu
Alt + F	Display the File menu
Alt + O	Display the Favorites menu
Alt + F4	Close the console

Text editing

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Right arrow	Move the insertion point to the beginning of the next word
Ctrl + Left arrow	Move the insertion point to the beginning of the previous word
Ctrl + Down arrow	Move the insertion point to the beginning of the next paragraph
Ctrl + Up arrow	Move the insertion point to the beginning of the previous paragraph
Ctrl + Shift + Arrow keys	Highlight a block of text
Shift + Arrow keys	Select a block of text one character at a time
Ctrl + A	Select All

Accessibility

Right Shift	(hold for 8 seconds) Switch FilterKeys either on or off
Left Alt + Left Shift + Print Screen	Switch High Contrast either on or off
Left Alt + Left Shift + Num Lock	Switch the MouseKeys either on or off
Shift then Shift then Shift then Shift then Shift	(5 times Shift) Switch the StickyKeys either on or off
Num Lock	(hold for 5 seconds) Switch the

ToggleKeys either on or off

Win + U

Open Utility Manager

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More information: defkey.com/uk/windows-xp-shortcuts

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