

# Shortcuts in Vista

Shortcuts can help you quickly and easily perform the necessary tasks without having to go to multiple menu levels or use too much to mouse.

**KeyboardTimer - Shortcuts can help you easily and quickly perform the necessary tasks without having to go to multiple menu levels or use too much to mouse .**

## General shortcuts

Alt + Double click

Displays the properties dialog box (Properties) of the selected object

Alt + Enter

Displays the properties dialog box (Properties) of the selected object

Alt + ESC

Switch between dialogs in the order they are clicked to see the previous one

Alt + F4

Close the open window or program

Alt + Print Screen

Capture the image of the currently selected window

Alt + Spacebar

Open the shortcut menu of the currently selected window

Alt + Tab

Choose between open windows

Alt + from underlined

Open the menu or perform actions of the action from underlined respectively

Alt + up arrow

Top one level folder in Windows Explorer

Ctrl + A

Select all objects in the text or open window

Ctrl + Alt + Del

Display options: Lock This Computer, Switch User, LogOff, Change a Password and Start Task Manager

Ctrl + Alt + Tab

Use the arrow keys to select between open windows

Ctrl + C

Copy a burning statue or piece of text

Ctrl + Down arrow

Move the cursor to the first position of the first line in the text behind

Ctrl + ESC

Open the Start menu

Ctrl + F4

Closed text is open (in a program that allows multiple windows to work simultaneously)

Ctrl + arrow to left

Move the cursor from the front (in text)

Ctrl + arrow to right

Move the cursor from then (in text)

Ctrl + Shift with an arrow key

Black out a block of text word by word

Ctrl + Shift + ESC

Open Task Manager

Ctrl + arrow up

Move the cursor to the first position of the first line in the preceding paragraph

Ctrl + V

Paste an object that has been copied or cut

Ctrl + X

Cut an object or a piece of text

Ctrl + Y

Redo again an action

Ctrl + Z

Undo an action

Delete

Delete an object and convert it to Recycle Bin

ESC

Cancel an ongoing task

F1

Display Help

F10

Activate the menu bar in the currently selected program

F2

Rename an object

F3

Search for files or folders

F4

Display the address list Address in Windows Explorer

F5

Refresh the open window

F6

Switch between screen components in a window or on a desktop background

Left Alt + Left Shift + Num Lock

Turn on / Off Mouse Keys

Left Alt + Left Shift + Print Screen (or PRTSCRN)

Turn on / Off High Contrast

Arrow key left

Open the next menu to the left or close a submenu

Keep Numlock for 5 seconds

Turn on / off Toggle Keys

Print Screen

Capture full screen image

Hold Right Shift for 8 seconds

Turn On / Off Filter Keys

Shift key 5 times

Turn on / Off Sticky Keys

Shift when included in a CD

Prevent the autoplay running of the CD

Shift + any arrow keys

Selecting multiple objects at once, in the text, it has the effect of selecting the text

Shift + Delete

Delete the currently selected objects without putting them in the Recycle Bin (unable to recover from the trash)

Shift + F10

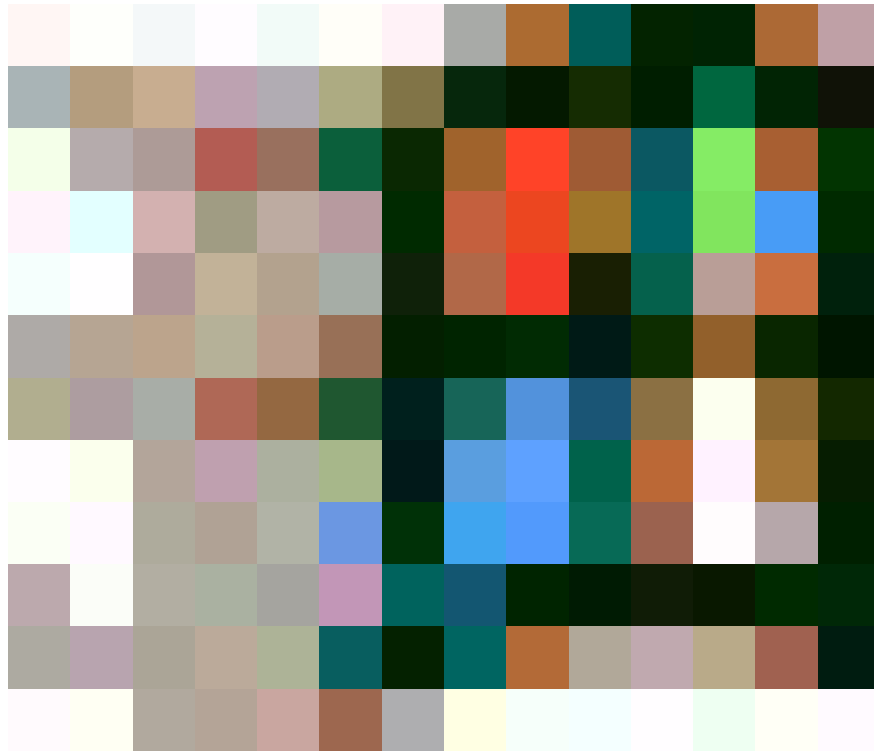
Displays the shortcut menu of the currently selected object

Shift + right mouse

Displays other statements for the currently selected object

### **Shortcuts with windows window key**

These keyboard shortcuts only work with popular keyboards, not all keyboards.



Open or close the Start menu

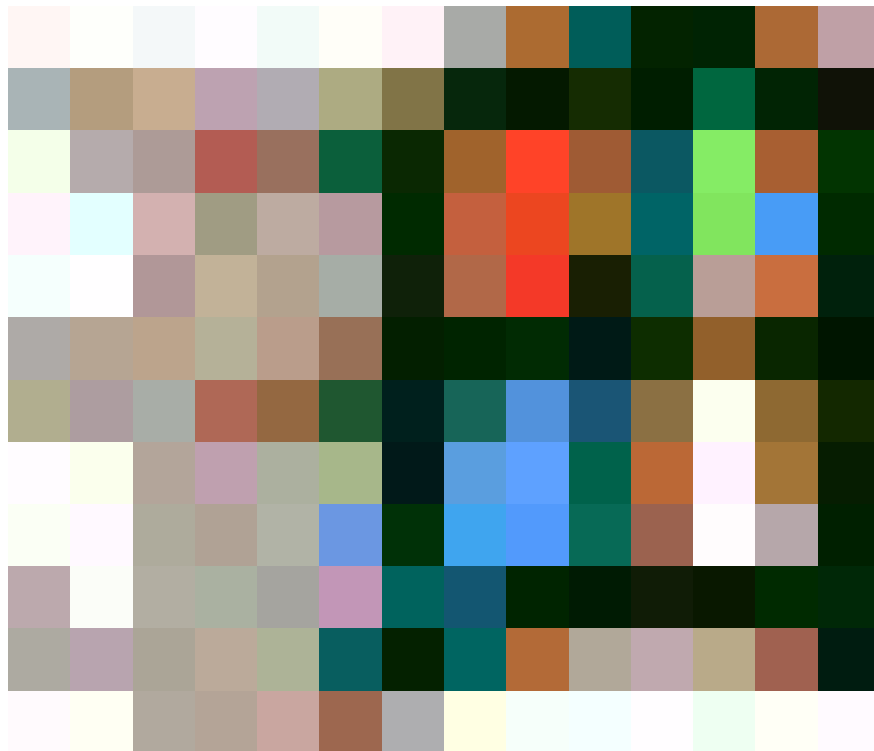


+ Ctrl + F  
Search for computers (if your computer is on a computer network)



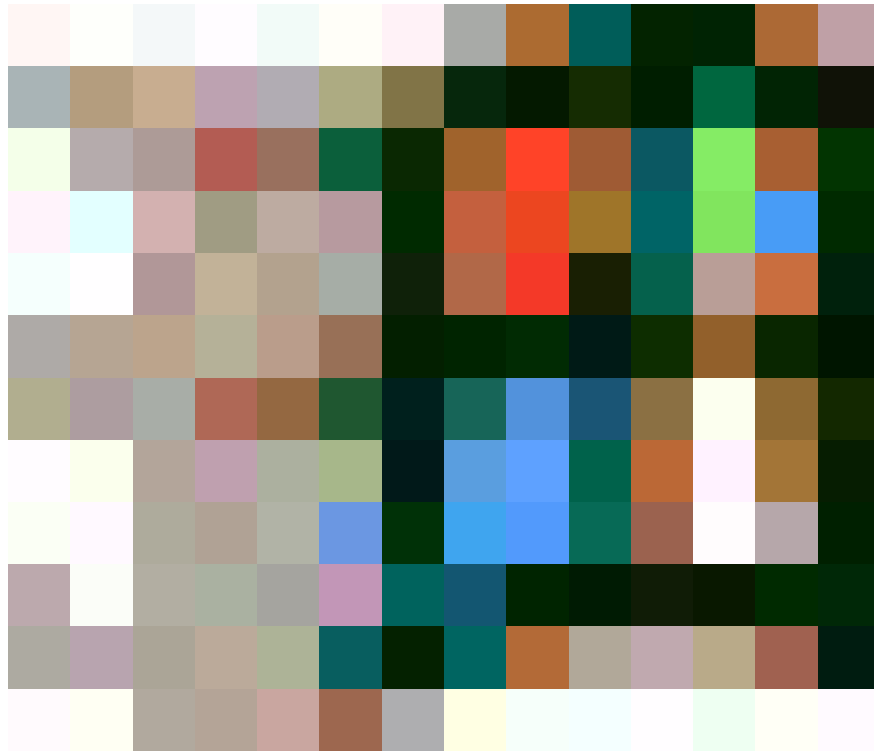
+ Ctrl + Tab

Use the arrow keys to browse through a series of programs open in the taskbar using Windows Flip 3-D



+ Break

Display the System Properties dialog box



+ D  
Display desktop screen



+ E  
Open Computer (or My Computer in XP)



+ F  
Search for a file or folder



+ G  
Browse through a series of gadgets in the Sidebar



+ L

Lock the computer (if your computer is connected to a network domain), or choose between users (if your computer is not connected to a network domain)



+ M

Minimize all windows under Taskbar



+ R  
Open the Run dialog box



+ Shift + M  
Restore the minimized window under Taskbar to the screen



+ Spacebar  
Put all the gadgets on top and select Windows Sidebar



+ T  
Browse the open programs on the taskbar



+ Tab

Browse open programs on the taskbar with the Windows Flip 3-D interface



+ U

Open Ease of Access Center



+ X  
Open Windows Mobility Centers

### **Shortcuts with dialog boxes**

Alt + text is underlined

Execute the command (or select the option) with the corresponding underlined letter

Arrow keys

Select a button if the currently selected option is a group of buttons

Backspace

Open the folder above the currently selected folder in the Save As or Open dialog box

Ctrl + Shift + Tab

Switch to the previous tab

Ctrl + Tab

Switch to the next tab

Enter

Replace the click of the currently selected command

F1

Display Help

F4

Display the objects in the active list

Shift + Tab

Back an option on the window

Spacebar

Select or delete a check box if you are clicking a check box option

Tab

Go up an option on the window

### **Shortcut for Windows Explorer**

Alt + D

Select the Address bar

Alt + left arrow

Review the previous directory

Alt + right arrow

Review the next directory

End

Move the cursor to the bottom of the window

Home

Move the cursor to the top of the window

Arrow key left

Minimize the current branch (if it is open) or select its current directory.

Numlock + asterisk (\*) on the numeric keypad (right)

Show all subdirectories inside the currently selected folder

Numlock + minus key (-) on the numeric keypad

Record the currently selected folder

Numlock + plus key (+) on the numeric keypad

Display the content in the currently selected folder

Arrow key to right

Expand the currently selected branch (if it is being retracted) or select the first subdirectory within it (if it is already open)

### **Shortcut for IE 7**

- *General shortcuts*

Alt + Enter

Open the search query in a new tab

Alt + H

Open the Help menu

Alt + Home

Return to the home page

Alt + J

Open the RSS menu

Alt + L

Open the Help menu

Alt + left arrow

Return to the previous page

Alt + M

Open the Home menu

Alt + N

Move the cursor onto the Information bar

Alt + O

Open the Tools menu

Alt + P

Open the Page menu

Alt + R

Open the Print menu

Alt + arrow to right

Return to the following page

Ctrl + 0

Zoom to 100%

Ctrl + A

Select all objects in the current page

Ctrl + C

Copy selected objects to the buffer

Ctrl + down arrow

Open the search tools menu (when the cursor is in IE search)

Ctrl + E

Move the cursor to IE's search box

Ctrl + F

Search for words on the current page

Ctrl + F5

Refresh the current page with the old version saved on your device's temporary folder

Ctrl + H

Open History

Ctrl + I

Open Favorites

Ctrl + J

Open Feeds

Ctrl + plus sign (+)

Reduce zoom by 10%

Ctrl + N

Open a new window

Ctrl + O

Open a website or a new page

Ctrl + P

Print the currently open or printed frame of the currently selected website

Ctrl + minus sign (-)

Increase zoom to 10%

Ctrl + S

Save the current web page

Ctrl + Shift + Tab

Switch back and forth between frames (works only if browsing through tabs is disabled)

Ctrl + Tab

Move forward between frames and browser components (works only if browsing through tabs is disabled)

Ctrl + V

Insert the copied content in the buffer into the selected location.

Ctrl + W

Close the current window (if you only open one tab)

Ctrl + X

Cut the currently selected object and copy it to the buffer

Arrow key down

Scroll slowly down to the bottom of the page

End

Move straight to the bottom of the page

Enter

Activate a link that is currently selected

ESC

Stop downloading a website

F1

Show Help section

F11

Switch between zooming in the browser window to full screen and returning to the regular window

F5

Refresh the current web page

F6

Move forward between frames and browser components (works only if browsing through tabs is disabled)

Home

Go to the top of the page

Page Down

Scroll slowly towards the bottom of the page on each page of the screen

Page Up

Scroll the mouse slowly towards the top of the page according to each screen page

Shift + F10

Show shortcut menu for a link

Shift + Tab

Switch back to objects on a web page, address bar Address or Links

Space

Click on the Information tab

Tab

Move forward on objects on a web page, address bar Address or Links

Arrow key up

Scroll the mouse slowly towards the top of the page

- ***Shortcuts work with Tab***

Alt + Enter

Open a web page at the address on the Address in a new tab

Ctrl + F9

Switch to the last tab

Ctrl + Alt + F4

Close other tabs except the current tab

Ctrl + click

Open the link in a new tab

Ctrl + Q

Turn off Quick Tabs mode

Ctrl + Shift + Tab

Switch back and forth between tabs

Ctrl + T

Open a new tab

Ctrl + Tab

Convert progress between tabs

Ctrl + W

Close the current tab (or the current window if there is only 1 tab)

Ctrl + [n]

Choose the right tab to open, with n being the tab number (n from 1 to 9)

- ***Shortcuts work in Print Preview mode***

Alt + A

Enter the number of the page you want to display on the view screen

Alt + C

Close the Print Preview window

Alt + End

Displaying the last page will be printed

Alt + Home

The first page display will be printed

Alt + left arrow

Displaying the previous page will be printed

Alt + arrow to right

Displaying the next page will be printed

Alt + P

Set printing options and print page

Alt + U

Change paper style, header (header) and footer (footer), print page orientation and print margins for the page

- ***Shortcut on the Address bar***

Alt + D

Black out the content on the Address bar

Ctrl + Enter

Add the prefix 'www.' and the '.com' suffix to the address entered in the Address bar

Ctrl + arrow to left

When in the Address bar, move the cursor to the left according to each component of the domain

Ctrl + arrow to right

When in the Address bar, move the cursor to the right according to each component of the domain

Arrow key up / down

Using the up / down arrow while entering the address will select the perfect address to use

F4

Display the list of entered addresses

- ***Shortcuts for Feeds / History / Favorites***

Alt + A

Open the Favorites menu from the menu

Alt + C

Open the Favorites Center and display your favorites

Alt + down arrow

Move the currently selected object under the Favorites list from the Organize Favorites window

Alt + up arrow

Move the currently selected object onto the Favorites list from the Organize Favorites window

Alt + I

Show all feeds (when in feed view)

Alt + M

Mark the feed that was read (when in feed view)

Alt + S

Place the cursor in the Search box in the feed view

Alt + Z

Open the Add to Favorites menu (or open Subscribe to feed when in feed view)

Ctrl + B

Open the Organize Favorites dialog

Ctrl + D

Add the current page to favorites (or subscribe to read while in feed view)

Ctrl + H

Open Favorites Center and display history

Ctrl + J

Open Favorites Center and display the feed list

Ctrl + Shift + J

Open and attach Favorites Center with the feed display on the browser window

**Shortcut for command line**

Alt + F7

Delete all inputs in the command buffer

Ctrl + arrow to left

Move to the left word by word

Ctrl + arrow to right

Move gradually to the right word by word

Arrow key down

Display the command entered later

Arrow key up

Displays the previously entered statement

End

Go to the end of the command line

ESC

Delete the current command line

F1

Repeat each character entered in the previous command

F3

Repeat the command entered in the previous command line

F7

Display all inputs in the command buffer

F9

Allows you to directly enter the order number of the command you want to use in the command buffer

Home

Switch to the beginning of the command line

Page Down

Displays the latest command entered

Page Up

Displays the oldest command entered

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