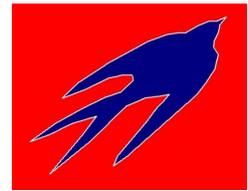# Typing instead of clicking

How you can work more effectively with less mouse and more keyboard.

By Tsubame - January 2012

Keyboard shortcuts for Windows

Backward through options	**[Shift] + [Tab]**
Cancel current operation	**[Esc]**
Click on active button	**[Enter]**
Close current Subprogram	**[Ctrl] + [F4]**
Close the current window, quit a program or shut down	**[Alt] + [F4]**
Contrast on or off	**[Alt] + [Shift] + [Print]**
Control menu for active window	**[Alt] + [Space]**
Copy	**[Ctrl] + [C]**
Copy	**[Ctrl] + [Ins]**
Copy entire desktop into the clipboard	**[Ctrl] + [Print]**
Copy selected item	**[Ctrl] + Dragging with the mouse**
Copy the screen content to the clipboard	**[Print]**
Copy the screen content to the clipboard	**[Shift] + [Print]**
Copy window contents to clipboard	**[Alt] + [Print]**
Create Shortcut	**[Alt] + Dragging with the mouse**
Create a copy	**[Ctrl] + Dragging with the mouse**
Display the dialog box for System Properties	**[Win] + [Pause]**
Find Computer	**[Win] + [Ctrl] + [F]**
Find	**[Ctrl] + [F]**
Find a file or folder	**[F3]**
Find a file or folder	**[Win] + [F]**
Go through the screen elements in a window or on the desktop	**[F6]**
Help	**[F1]**
Keyboard as mouse on or off	**[Alt] + [Shift Left] + [Num]**
Keyboard delay on or off (press 8 seconds)	**[Right Shift]**
Link to the selected element	**[Ctrl] + [Shift] + Dragging with the mouse**
Lock Computer	**[Win] + [L]**
Maximize window	**[Alt] + [Space] + [X]**
Minimize all windows	**[Win] + [M]**
Minimize window	**[Alt] + [Space] + [N]**
Move	**[Shift] + Dragging with the mouse**
Move forward through options	**[Tab]**
Navigate forward through the tabs	**[Ctrl] + [Tab]**
Open Task Manager	**[Ctrl] + [Shift] + [Esc]**
Open Utility Manager	**[Win] + [U]**

Open menu	**[Menu Key]**
Open new window	**[Ctrl] + [N]**
Open next menu to the left or close a submenu	**[Arrow Left]**
Open next menu to the right, or open a submenu	**[Arrow Right]**
Open the "Run" dialog box	**[Win] + [R]**
Open the Task Manager	**[Ctrl] + [Alt] + [Esc]**
Permanently delete selected item without moving it to the Recycle Bin	**[Shift] + [Del]**
Prevents autorun when inserting a CD	**[Shift]**
Refresh of active window	**[F5]**
Rename selected item	**[F2]**
Restore all windows	**[Win] + [Shift] + [M]**
Restore window	**[Alt] + [Space] + [W]**
Scroll backward through the tabs	**[Ctrl] + [Shift] + [Tab]**
Search for computers	**[Ctrl] + [Win] + [F]**
Select All	**[Ctrl] + [A]**
Show Windows Help	**[Win] + [F1]**
Show context menu for highlighted item	**[Shift] + [F10]**
Show desktop	**[Win] + [D]**
Show direct help	**[F1] + [Shift]**
Show elements in the active list	**[F4]**
Show or hide the Start menu	**[Win]**
Show the properties of the selected element	**[Alt] + [Enter]**
Simple mouse click	**[Space]**
Snapping on or off (hit 5 times)	**[Shift]**
Start Explorer	**[Win] + [E]**
Status display on or off (press 5 seconds)	**[Num]**
Switch and view current tasks (with [Shift] left around)	**[Alt] + [Tab]**
Switch between pages of a program	**[Shift] + [Alt] + [Esc]**
Switch between running tasks (with [Shift] left around)	**[Alt] + [Esc]**
Switch between windows in a program (with [Shift] left around)	**[Ctrl] + [Tab]**
Task Switch	**[Win] + [Tab]**
View Start menu	**[Ctrl] + [Esc]**

Keyboard shortcuts of programs

Activate the menu bar in the active program	**[Alt] or [F10]**
Copy	**[Ctrl] + [Ins]**
Cut	**[Ctrl] + [X]**
Go one page back	**[Page up]**
Go one page forward	**[Page down]**
Go to the end of a document	**[Ctrl] + [End]**
Go to the end of a document or field	**[End]**
Go to the top of a document	**[Ctrl] + [Pos1]**
Go to the top of a document or field	**[Pos1]**
In Explorer: Menu	**[Alt] + [Enter]**
In Explorer: Refresh	**[F5]**
In Programs allowing simultaneous opening of multiple documents: Close Active Document	**[Ctrl] + [F4]**
Open	**[Ctrl] + [O]**
Open address list in "My Computer" or Windows "Explorer"	**[F4]**
Opens a drop-down list	**[Alt] + [Arrow Down]**
Paste	**[Ctrl] + [V]**
Paste	**[Shift] + [Ins]**
Print	**[Ctrl] + [P]**
Save	**[Ctrl] + [S]**
Select All	**[Ctrl] + [A]**
Select a text block	**[Ctrl] + [Shift] + [Any arrow key]**
Select or highlight text in a document, window or desktop	**[Shift] + [Any arrow key]**
Select the corresponding command or option	**[Alt] + [Underlined letter]**
Set cursor at the beginning of the last word	**[Ctrl] + [Arrow Left]**
Set cursor at the beginning of the preceding paragraph	**[Ctrl] + [Arrow Up]**
Set cursor to the beginning of the next paragraph	**[Ctrl] + [Arrow Down]**
Set cursor to the beginning of the next word	**[Ctrl] + [Arrow Right]**
Show parent folder in "My Computer" or Windows "Explorer"	**[Backspace]**
Switch between window of an application	**[Shift] + [Ctrl] + [F6]**
System menu of the current tab	**[Alt]+[-]**
To the end of a document	**[Page down] + [Ctrl]**
To the top of a document	**[Page up] + [Ctrl]**
Undo the last action(s)	**[Ctrl] + [Z]**
View menu	**[Alt] + [Underlined letter in menu]**

Good luck!