



**APPLIES TO:**

- Microsoft Windows XP Home Edition
- Microsoft Windows XP Professional

**General keyboard shortcuts**

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- 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 with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)
- ALT+F4 (Close the active item, or quit the active program)
- ALT+ENTER (Display the properties of the selected object)
- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu. (Perform the corresponding command)
- F10 key (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 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive.(Prevent the CD-ROM from automatically playing)
- CTRL+SHIFT+ESC (Open Task Manager)



### ***Windows Explorer keyboard shortcuts***

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (\*) (Display all of the subfolders that are under the selected folder)
- NUM LOCK+Plus sign (+) (Display the contents of the selected folder)
- NUM LOCK+Minus sign (-) (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)

### ***Shortcut keys for Character Map***

After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts.

- RIGHT ARROW (Move to the right or to the beginning of the next line)
- LEFT ARROW (Move to the left or to the end of the previous line)
- UP ARROW (Move up one row)
- DOWN ARROW (Move down one row)
- PAGE UP (Move up one screen at a time)
- PAGE DOWN (Move down one screen at a time)
- HOME (Move to the beginning of the line)
- END (Move to the end of the line)
- CTRL+HOME (Move to the first character)
- CTRL+END (Move to the last character)
- SPACEBAR (Switch between Enlarged and Normal mode when a character is selected).

### ***Microsoft Management Console (MMC) main window keyboard shortcuts***

- 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 key (Update the content of all console windows)
- ALT+SPACEBAR (Display the MMC window menu)
- ALT+F4 (Close the console)
- ALT+A (Display the Action menu)
- ALT+V (Display the View menu)
- ALT+F (Display the File menu)
- ALT+O (Display the Favorites menu)

### ***MMC console window keyboard shortcuts***

- CTRL+P (Print the current page or active pane)
- ALT+Minus sign (-) (Display the window menu for the active console window)
- SHIFT+F10 (Display the Action shortcut menu for the selected item)
- F1 key (Open the Help topic, if any, for the selected item)
- F5 key (Update the content of all console windows)
- CTRL+F10 (Maximize the active console window)
- CTRL+F5 (Restore the active console window)
- ALT+ENTER (Display the Properties dialog box, if any, for the selected item)
- F2 key (Rename the selected item)
- CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)



### ***Dialog box keyboard shortcuts***

If you press SHIFT+F8 in extended selection list boxes, you enable extended selection mode.

In this mode, you can use an arrow key to move a cursor without changing the selection.

You can press CTRL+SPACEBAR or SHIFT+SPACEBAR to adjust the selection.

To cancel extended selection mode, press SHIFT+F8 again.

Extended selection mode cancels itself when you move the focus to another control.

- 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+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- 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 key (Display Help)
- F4 key (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 natural keyboard shortcuts***

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the System Properties dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)
- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)
- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the Run dialog box)
- Windows Logo+U (Open Utility Manager)

### ***Accessibility keyboard shortcuts***

- Right SHIFT for eight 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 five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
- Windows Logo +U (Open Utility Manager)



### ***Remote desktop connection navigation***

- CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)
- ALT+PAGE UP (Switch between programs from left to right)
- ALT+PAGE DOWN (Switch between programs from right to left)
- ALT+INSERT (Cycle through the programs in most recently used order)
- ALT+HOME (Display the Start menu)
- CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
- ALT+DELETE (Display the Windows menu)
- CTRL+ALT+Minus sign (-) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT SCREEN on a local computer.)
- CTRL+ALT+Plus sign (+) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)

### ***Microsoft Internet Explorer navigation***

- CTRL+B (Open the Organize Favorites dialog box)
- CTRL+E (Open the Search bar)
- CTRL+F (Start the Find utility)
- CTRL+H (Open the History bar)
- CTRL+I (Open the Favorites bar)
- CTRL+L (Open the Open dialog box)
- CTRL+N (Start another instance of the browser with the same Web address)
- CTRL+O (Open the Open dialog box, the same as CTRL+L)
- CTRL+P (Open the Print dialog box)
- CTRL+R (Update the current Web page)
- CTRL+W (Close the current window)

### ***Other information:***

- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
  - Some of the Terminal Services client shortcuts that are similar to the shortcuts in Remote Desktop Sharing are not available when you use Remote Assistance in Windows XP Home Edition.
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