

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. (Possible)

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.