

Microsoft Windows shortcut keys

Below is a listing of all the major shortcut keys in Microsoft Windows as well as the versions of Microsoft Windows they're supported in.

Shortcut Keys	3.x	95	98	ME	NT	2000	XP	Vista	Description
Alt + Tab	X	X	X	X	X	X	X	X	Switch between open applications.
Alt + Shift + Tab	X	X	X	X	X	X	X	X	Switch backwards between open applications.
Alt + double-click		X	X	X	X	X	X	X	Display the properties of the object you double-click on. For example, doing this on a file would display its properties.
Ctrl + Tab	X	X	X	X	X	X	X	X	Switches between program groups or document windows in applications that support this feature.
Ctrl + Shift + Tab	X	X	X	X	X	X	X	X	Same as above but backwards.
Alt + Print Screen	X	X	X	X	X	X	X	X	Create a screen shot only for the program you are currently in.
Ctrl + Print Screen						X	X	X	Creates a screen shot of the entire screen
Ctrl + Alt + Del	X	X	X	X	X	X	X	X	Reboot the computer and/or bring up the Windows task manager.

Ctrl + Shift + Esc						X	X	X	Immediately bring up the Windows task manager.
Ctrl + Esc	X	X	X	X	X	X	X	X	Bring up the Windows Start menu. In Windows 3.x this would bring up the Task Manager.
Alt + Esc		X	X	X	X	X	X	X	Switch Between open applications on taskbar.
F1	X	X	X	X	X	X	X	X	Activates help for current open application.
F2	X	X	X	X	X	X	X	X	Renames selected Icon.
F3		X	X	X	X	X	X	X	Starts find from desktop.
F4		X	X	X	X	X	X	X	Opens the drive selection when browsing.
F5		X	X	X	X	X	X	X	Refresh Contents to where you were on the page.
Ctrl + F5								X	Refreshes page to the beginning of the page.
F10	X	X	X	X	X	X	X	X	Activates menu bar.
Shift + F10		X	X	X	X	X	X	X	Simulates right-click on selected item.
F4		X	X	X	X	X	X	X	Select a different location to browse in the Windows Explorer toolbar.
Alt + F4	X	X	X	X	X	X	X	X	Closes Current open program.
Ctrl + F4	X	X	X	X	X	X	X	X	Closes Window in Program.
F6		X	X	X	X	X	X	X	Move cursor to different Windows Explorer pane.

Alt + Space bar	X	X	X	X	X	X	X	X	Drops down the window control menu.
Ctrl + (the '+' key on the keypad)			X	X	X	X	X	X	Automatically adjust the widths of all the columns in Windows explorer
Alt + Enter		X	X	X	X	X	X	X	Opens properties window of selected icon or program.
Alt + Space bar		X	X	X	X	X	X	X	Open the control menu for the current window open.
Shift + Del		X	X	X	X	X	X	X	Delete programs/files without throwing them into the recycle bin.
Holding Shift	X	X	X	X	X	X	X	X	Boot Safe Mode or by pass system files as the computer is booting.
Holding Shift		X	X	X	X	X	X	X	When putting in an audio CD, will prevent CD Player from playing.
Enter	X	X	X	X	X	X	X	X	Activates the highlighted program.
Alt + Down arrow		X	X	X	X	X	X	X	Display all available options on drop down menu.
* (on the keypad)		X	X	X	X	X	X	X	Expands all folders on the currently selected folder or drive in Windows Explorer.
+ (on the keypad)		X	X	X	X	X	X	X	Expands only the currently selected folder in Windows Explorer.
- (on the keypad)		X	X	X	X	X	X	X	Collapses the currently selected folder in Windows Explorer.

Windows key keyboard shortcuts

Below is a listing of Windows keys that can be used on computers running a Microsoft Windows operating system and using a keyboard with a Windows key. In the below list of shortcuts, the Windows key is represented by "WINKEY".

Shortcut Keys	Description
WINKEY	Pressing the Windows key alone will open Start.
WINKEY + F1	Opens the Microsoft Windows help and support center.
WINKEY + F3	Opens the Advanced find window in Microsoft Outlook.
WINKEY + D	Brings the desktop to the top of all other windows.
WINKEY + M	Minimizes all windows.
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D.
WINKEY + E	Open Microsoft Explorer.
WINKEY + Tab	Cycle through open programs through the taskbar.
WINKEY + F	Display the Windows Search / Find feature.
WINKEY + CTRL + F	Display the search for computers window.
WINKEY + F1	Display the Microsoft Windows help.
WINKEY + R	Open the run window.
WINKEY + Pause / Break key	Open the system properties window.
WINKEY + U	Open Utility Manager.
WINKEY + L	Lock the computer (Windows XP and above only).
WINKEY + P	Quickly change between monitor display types. (Windows 7 only)
WINKEY + LEFT ARROW	Shrinks the window to 1/2 screen on the left side for side by side viewing. (Windows 7 only)

WINKEY + RIGHT ARROW	Shrinks the window to 1/2 screen on the right side for side by side viewing. (Windows 7 only)
WINKEY + UP ARROW	When in the side by side viewing mode, this shortcut takes the screen back to full size. (Windows 7 only)
WINKEY + DOWN ARROW	Minimizes the screen. Also, when in the side by side viewing mode, this shortcut takes the screen back to a minimized size. (Windows 7 only)

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