



## Windows XP Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used Windows XP Shortcuts
2	Cut	Ctrl + X	Most used Windows XP Shortcuts
3	Paste	Ctrl + V	Most used Windows XP Shortcuts
4	Undo	Ctrl + Z	Most used Windows XP Shortcuts
5	Delete	Delete	Most used Windows XP Shortcuts
6	Delete the selected item permanently	Shift + Delete	Most used Windows XP Shortcuts
7	Rename the selected item	F2	Most used Windows XP Shortcuts
8	Move the insertion point to the beginning of the next word	Ctrl + Right Arrow key	Most used Windows XP Shortcuts
9	Move the insertion point to the beginning of the previous word	Ctrl + Left Arrow key	Most used Windows XP Shortcuts
10	Move the insertion point to the beginning of the next paragraph	Ctrl + Down Arrow key	Most used Windows XP Shortcuts
11	Move the insertion point to the beginning of the previous paragraph	Ctrl + Up Arrow key	Most used Windows XP Shortcuts
12	Select all	Ctrl + A	Most used Windows XP Shortcuts
13	Search for a file or a folder	F3	Most used Windows XP Shortcuts
14	View the properties for the selected item	Alt + Enter	Most used Windows XP Shortcuts
15	Close the active item	Alt + F4	Most used Windows XP Shortcuts
16	Display the properties of the selected object	Alt + Enter	Most used Windows XP Shortcuts
17	Open the shortcut menu for the active window	Alt + Spacebar	Most used Windows XP Shortcuts
18	Close the active document in programs	Ctrl + F4	Most used Windows XP Shortcuts
19	Switch between the open items	Alt + Tab	Most used Windows XP Shortcuts
20	Cycle through items in the order that they had been opened	Alt + Esc	Most used Windows XP Shortcuts
21	Cycle through the screen elements in a window	F6	Most used Windows XP Shortcuts
22	Display the Address bar list in My Computer or Windows Explorer	F4	Most used Windows XP Shortcuts
23	Display the shortcut menu for the selected item	Shift + F10	Most used Windows XP Shortcuts
24	Display the System menu for the active window	Alt + Spacebar	Most used Windows XP Shortcuts
25	Display the Start menu	Ctrl + Esc	Most used Windows XP Shortcuts
26	Activate the menu bar in the active program	F10	Most used Windows XP Shortcuts
27	Update the active window	F5	Most used Windows XP Shortcuts
28	View the folder one level up in My Computer or Windows Explorer	Backspace	Most used Windows XP Shortcuts
29	Cancel the current task	Esc	Most used Windows XP Shortcuts
30	Open Task Manager	Ctrl + Shift + Esc	Most used Windows XP Shortcuts
31	Open the Organize Favorites dialog box	Ctrl + B	Internet Explorer Navigation Shortcuts
32	Open the Search bar	Ctrl + E	Internet Explorer Navigation Shortcuts
33	Start the Find utility	Ctrl + F	Internet Explorer Navigation Shortcuts
34	Open the History bar	Ctrl + H	Internet Explorer Navigation Shortcuts
35	Open the Favorites bar	Ctrl + I	Internet Explorer Navigation Shortcuts
36	Open the Open dialog box	Ctrl + L	Internet Explorer Navigation Shortcuts
37	Start another instance of the browser with the same Web address	Ctrl + N	Internet Explorer Navigation Shortcuts
38	Open the Print dialog box	Ctrl + P	Internet Explorer Navigation Shortcuts
39	Update the current Web page	Ctrl + R	Internet Explorer Navigation Shortcuts
40	Close the current window	Ctrl + W	Internet Explorer Navigation Shortcuts
41	Open a saved console	Ctrl + O	Microsoft Management Console (MMC) Shortcuts
42	Open a new console	Ctrl + N	Microsoft Management Console (MMC) Shortcuts
43	Save the open console	Ctrl + S	Microsoft Management Console (MMC) Shortcuts
44	Add or remove a console item	Ctrl + M	Microsoft Management Console (MMC) Shortcuts
45	Open a new window	Ctrl + W	Microsoft Management Console (MMC) Shortcuts
46	Update the content of all console windows	F5	Microsoft Management Console (MMC) Shortcuts
47	Display the MMC window menu	Alt + Spacebar	Microsoft Management Console (MMC) Shortcuts
48	Close the console	Alt + F4	Microsoft Management Console (MMC) Shortcuts
49	Display the Action menu	Alt + A	Microsoft Management Console (MMC) Shortcuts
50	Display the View menu	Alt + V	Microsoft Management Console (MMC) Shortcuts
51	Display the File menu	Alt + F	Microsoft Management Console (MMC) Shortcuts
52	Display the Favorites menu	Alt + O	Microsoft Management Console (MMC) Shortcuts
53	Move to the right or to the beginning of the next line	Right Arrow key	Character Map Shortcuts
54	Move to the left or to the end of the previous line	Left Arrow key	Character Map Shortcuts
55	Move up one row	Up Arrow key	Character Map Shortcuts
56	Move down one row	Down Arrow key	Character Map Shortcuts
57	Move up one screen at a time	Page Up key	Character Map Shortcuts
58	Move down one screen at a time	Page Down key	Character Map Shortcuts
59	Move to the beginning of the line	Home	Character Map Shortcuts
60	Move to the end of the line	End	Character Map Shortcuts
61	Move to the first character	Ctrl + Home	Character Map Shortcuts
62	Move to the last character	Ctrl + End	Character Map Shortcuts
63	Display or hide the Start menu	Windows key	Natural keyboard shortcuts
64	Display the System Properties dialog box	Windows key + Break	Natural keyboard shortcuts
65	Set focus on a notification	Windows key + B	Natural keyboard shortcuts
66	Display the desktop	Windows key + D	Natural keyboard shortcuts
67	Minimize all of the windows	Windows key + M	Natural keyboard shortcuts
68	Restore the minimized windows	Windows key + Shift + M	Natural keyboard shortcuts
69	Open My Computer	Windows key + E	Natural keyboard shortcuts
70	Search for a file or a folder	Windows key + F	Natural keyboard shortcuts
71	Search for computers	Ctrl + Windows key + F	Natural keyboard shortcuts
72	Display Windows Help	Windows key + F1	Natural keyboard shortcuts
73	Lock the keyboard	Windows key + L	Natural keyboard shortcuts
74	Open the Run dialog box	Windows key + R	Natural keyboard shortcuts



75	Open Utility Manager	Windows key + U	Natural keyboard shortcuts
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