Keyboard Shortcuts for Windows XP

ALT+ENTER	View the properties for the selected item.
ALT+ENTER	Display the properties of the selected object.
ALT+ESC	Cycle through items in the order that they had been opened.
ALT+F4	Close the active item, or quit the active program.
ALT+ SPACEBAR	Open the shortcut menu for the active window.
ALT+ SPACEBAR	Display the System menu for the active window.
ALT+ TAB	Switch between the open items.
ALT+ Underlined Menu Letter	Display the corresponding menu.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
CTRL + Dragging Item	Copy the selected item.
CTRL+ A	Select all.
CTRL+ C	Copy
CTRL+ DOWN ARROW	Move the insertion point to the beginning of the next paragraph.
CTRL+ ESC	Display the Start Menu.
CTRL+F4	Close the active document in programs that enable you to have multiple documents open simultaneously.
CTRL+ LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+ RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+ SHIFT +Dragging Item	Create a shortcut to the selected item.
CTRL+ SHIFT + Any Arrow Key	Highlight a block of text.
CTRL+ UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+ V	Paste
CTRL+ X	Cut
CTRL+ Z	Undo
DELETE	Delete
ESC	Cancel the current task.
F10 Key	Activate the menu bar in the active program.
F2 Key	Rename the selected item.
F3 Key	Search for a file or a folder
F4 Key	Display the Address bar list in My Computer or Windows Explorer.
F5 Key	Update the active window.
F6 Key	Cycle through the screen elements in a window or on the desktop.
LEFT ARROW	Open the next menu to the left, or close a submenu.
RIGHT ARROW	Open the next menu to the right, or open a submenu.
SHIFT + Insert A CD ROM	Prevent the CD-ROM from automatically playing.
SHIFT + Any Arrow Key	Select more than one item in a window or on the desktop, or select text in a document.
SHIFT + DELETE	Delete the selected item permanently without placing the item in the Recycle Bin.
SHIFT+F10	Display the shortcut menu for the selected item.