

By Jason Hiner, MCSE, CCNA

Keystroke	Function
⊞ + E	Opens Windows Explorer
⊞ + Pause/Break	Opens the System Properties dialog box
⊞ + U	Opens the Utility Manager
⊞ + R	Opens the Run... prompt
⊞ + F	Opens the Search for Files and Folder window
⊞ + Alt + F	Opens the Search for Computer window
⊞ + M	Minimize all windows
Shift + ⊞ + M	Maximize all windows (after minimizing them)
⊞ + D	Minimize all windows to the desktop, and then restore all Windows
⊞ + L	Lock Computer
Ctrl + Shift + Esc	Opens the Windows Task Manager
Alt + F4 (in a program)	Closes the program
Alt + F4 (from desktop)	Opens the Windows Shutdown/Restart dialog box
Alt + Enter	Opens the Properties page of a selected item
Shift + Insert CD/DVD	Inserts a CD/DVD without triggering Autoplay or Autorun
Shift + Delete	Permanently deletes an item (rather than sending it to the Recycle Bin)
Alt + Tab	Switch between open programs
Right-click + drag a file	Brings up a menu to copy, move, or create a shortcut
F5 (or Ctrl + R)	Refresh Internet Explorer page, or refresh any other window
Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + P	Print
Make your own custom keystroke for a program	Right-click on the icon of a program or shortcut; go to Properties; click on the Shortcut tab; enter your custom keystroke combination in the "Shortcut key" field (it will only let you assign key combos that aren't already taken)



Jason Hiner is a Senior Editor for CNET Networks where he works on the TechRepublic.com team. Previously, he worked as an Information Systems Manager in the health care industry. He has experience in Windows administration, Linux/UNIX administration, Microsoft Exchange, and Web site development. His certifications include MCSE, CCNA, Network+, and i-Net+. He is a two-time winner of Microsoft's Most Valuable Professional (MVP) award.

Additional resources

- Sign up for our [Windows XP newsletter](#), delivered on Thursdays
- Sign up for our [Desktops NetNote](#), delivered on Mondays, Tuesdays and Fridays
- Check out all of [TechRepublic's newsletter offerings](#).
- [Resize text in Word with keyboard shortcuts](#) (TechRepublic)
- [Microsoft Word 2003 keyboard shortcuts](#) (TechRepublic)
- [Excel keyboard shortcuts](#) (TechRepublic)

Version history

Version: 1.0

Published: May 12, 2005

Tell us what you think

TechRepublic downloads are designed to help you get your job done as painlessly and effectively as possible. Because we're continually looking for ways to improve the usefulness of these tools, we need your feedback. Please take a minute to [drop us a line](#) and tell us how well this download worked for you and offer your suggestions for improvement.

Thanks!

—The TechRepublic Downloads Team