General Windows Shortcuts	
F1	Help
F2	Rename Object
F3	Find all files
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Y	Redo
Ctrl + Esc	Open Start menu
Alt + Tab	Switch between open programs
Alt + F4	Quit program
Shift + Delete	Delete item permanently
Shift + Right Click	Displays a shortcut menu containing alternative commands
Shift + Double Click	Runs the alternate default command (the second item on the menu)
Alt + Double Click	Displays properties
F10	Activates menu bar options
Shift + F10	Opens a context menu (same as right click)
Ctrl + Esc or Esc	Selects the Start button (press Tab to select the taskbar, or press Shift + F10 for a context menu)
Alt + Down Arrow	Opens a drop-down list box
Alt + Tab	Switch to another running program (hold down the Alt key and then press the Tab key to view the task-switching window)
Alt + Shift + Tab	Switch backwards between open applications
Shift	Press and hold down the Shift key while you insert a CD-ROM to bypass the automatic-run feature
Alt + Spacebar	Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
Alt + - (Alt + hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's System menu, you can restore, move, resize, minimize maximize, or close the child window)
Ctrl + Tab	Switch to the next child window of a Multiple Document Interface (MDI) program
Alt + Underlined letter in menu	Opens the menu and the function of the underlined letter
Alt + F4	Closes the current window
Ctrl + F4	The current Multiple Document Interface (MDI) window
Alt + F6	Switch between multiple windows in the same program (for example, when the Notepad Find dialog box is displayed, Alt + F6 switches between the find dialog box and the main Notepad window)
Shift + Delete	Delete selection immediately, without moving the item to the Recycle Bin
Alt + Enter	Open the properties for the selected object
Ctrl + Hold Left Click (While selecting a file or text)	Copy a file or text
Ctrl + Shift + Hold Left Click (While selecting a file)	To create a shortcut
F4	Selects the "Go To A Different Folder" box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
F5	Refreshes the current window
F6	Moves amon panes in Windows Explorer
Ctrl + G	Opens the Go To Folder tool (in Windows Explorer only)
Crtl + A	Select all the items in the current window
Backspace	Switch to the parent folder
Shift + Click + Close button	For folders, close the current folder puls all parent folders
Shift five times	Toggles StickyKeys on and off
Right Shift (hold for eight	Toggles FilterKeys on and off

seconds)	
Num Lock (hold for five seconds)	Toggles ToggleKeys on and off
Left Alt + left Shift + Num Lock	Toggles MouseKeys on and off
Left Alt + left Shift + Print Screen	Toggles high contrast on and off
Print Screen	Copies the whole screen's image to the clipboard
Alt + Print Screen	Create a screen shot only for the program you are currently in
Ctrl + (the '+' key on the keypad)	Automatically adjust the widths of all the columns in Windows explorer

Shortcuts for Windows Explorer Tree Control	
Numeric Keypad *	Expands everything under the current selection
Numeric Keypad +	Expands the current selection
Numeric Keypad -	Collapses the current selection
Right Arrow	Expands the current selection if it is not expanded, otherwise goes to the first child
Left Arrow	Collapses the current selection if it is expanded, otherwise goes to the parent