

Lancaster Senior Citizen Center

Computer Tip No. 03

Keyboard Shortcuts

Using Windows Logo Key

Windows KeyDisplays or hides Start Menu
Windows Key + D.....Displays Desk Top
Windows Key + M..... Minimizes open windows / brings up Desktop
Windows Key + Shift + M..... Restores open window
Windows Key + E..... Opens My Computer in Explorer
Windows Key + F..... Opens Search or Find
Windows Key + F1.....Displays windows help
Windows Key + R..... Opens Run Dialog Box

Escape Key.....Back out of a file

Alt Key.....Get to the Menu Bar
Alt-underlined letter..... Opens selected Menu Bar commands
Alt-Esc..... Switch to Taskbar's "next" open window
Alt-Tab..... Switch among open windows.
Alt-F4.....Close active window
Alt-Spacebar-N.....Minimize active window
Alt-Spacebar-X.....Maximize active window
Alt-Spacebar-R.....Restore close active window
Alt-Spacebar-C.....Close active window

Ctrl-F10.....Minimizes / Restores open window
Ctrl-Tab.....Rotate through dialog box tabs
Ctrl-Shift-Tab.....Rotate through dialog box tabs in reverse
Ctrl-Alt-Del.....Display Close Program dialog box
Ctrl-Esc.....Display Start menu
Ctrl-C.....Copy selected item
Ctrl-X.....Cut selected item
Ctrl-V.....Paste selected item
Ctrl-Z.....Undo cut, copy or paste