WINDOWS 9*x*/ME SHORTCUT KEYS

As a technician, there are many times when you'll need to navigate in the Windows 9*x*/Me environment without the benefit of a working mouse or other pointing device. When this happens, you'll need to rely on the keyboard equivalents or shortcuts, which are shown below.

WINDOWS SYSTEM KEYS

F1	Opens Help
CTRL-ESC	Opens Start menu
ALT-TAB	Switches between open programs
ALT-F4	Quits program
SHIFT-DELETE	Deletes item permanently
F10	Activates menu bar options
SHIFT-F10	Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
CTRL-ESC	Opens the Start menu (use the ARROW keys to select an item)
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	Switches to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
SHIFT	Bypasses the automatic-run feature when you press and hold down the SHIFT key while inserting a CD-ROM
ALT-SPACE	Displays the main window's System menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)

WINDOWS PROGRAM KEYS

CTRL-C	Copy
CTRL-X	Cut
CTRL-V	Paste
CTRL-Z	Undo
CTRL-B	Bold
CTRL-U	Underline
CTRL-I	Italic

KEYBOARD MODIFIERS

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
SHIFT-DELETE	Deletes an item immediately without placing it in the Recycle Bin

GENERAL FOLDER/WINDOWS EXPLORER SHORTCUTS

F2	Renames object
F3	Finds all files
CTRL-X	Cut
CTRL-C	Copy
CTRL-V	Paste
SHIFT-DELETE	Deletes selection immediately, without moving the item to the Recycle Bin
ALT-ENTER	Opens the properties for the selected object
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 among panes in Windows Explorer
CTRL-G	Opens the Go To Folder tool (in Windows 95 Windows Explorer only)
CTRL-Z	Undoes the last command
CTRL-A	Selects all the items in the current window
BACKSPACE	Switches to the parent folder
SHIFT-CLICK-CLOSE button	For folders, closes the current folder plus all parent folders

ACCESSIBILITY SHORTCUTS

Press SHIFT five times	Toggles StickyKeys on and off
Press down and hold the right SHIFT key for eight seconds	Toggles FilterKeys on and off
Press down and hold the NUM LOCK key for five seconds	Toggles ToggleKeys on and off
Left ALT-left SHIFT-NUM LOCK	Toggles MouseKeys on and off
Left ALT-left SHIFT-PRINTSCREEN	Toggles high contrast on and off

MICROSOFT NATURAL KEYBOARD KEYS

Windows Logo	Opens Start menu
Windows Logo-R	Opens Run dialog box
Windows Logo-M	Minimizes all
SHIFT-Windows Logo-M	Undoes Minimize All command
Windows Logo-F1	Opens Help
Windows Logo-E	Opens Windows Explorer
Windows Logo-F	Finds files or folders
Windows Logo-D	Minimizes all open windows and displays the desktop
CTRL-Windows Logo-F	Finds computer
CTRL-Windows Logo-TAB	Moves focus from Start to the Quick Launch toolbar to the system tray (use RIGHT ARROW or LEFT ARROW to move focus to items on the Quick Launch toolbar and the system tray)
Windows Logo-TAB	Cycles through taskbar buttons
Windows Logo-BREAK	Opens System Properties dialog box
Application key	Displays a shortcut menu for the selected item

DIALOG BOX KEYBOARD COMMANDS

TAB	Moves to the next control in the dialog box
SHIFT-TAB	Moves to the previous control in the dialog box
SPACEBAR	If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option
ENTER	Equivalent to clicking the selected button (button with the outline)
ESC	Equivalent to clicking the Cancel button