

Keyboard shortcuts

CTRL-C to copy

CTRL-V to paste

CTRL-X to cut

CTRL-Z to undo

Ctrl + A to select all files in a folder

F2 to rename a file or folder quickly

CTRL+HOME to get to the top of a folder window

CTRL+END to get to the bottom of a folder window

Alt + Space + N to minimize a window

Alt + Space + X to maximize a window

Alt + Space + R to restore the window into its default size

Alt + F4 to completely shut down a window

Shift + F10 to right click with the keyboard

Ctrl + Esc to press the Start button

Alt + Tab to toggle between applications

Alt + Shift + Tab to toggle backwards between applications

Tab moves between fields in a dialog box

Shift + Tab moves backwards through fields in a dialog box

Hold the Windows key and one of the following:

e = explorer, **f** = find, **m** = minimize all windows,

shift + m = maximize all windows, **r** = run

Hold the shift key while clicking on the 'x' close button to close all applications at once

Shift + arrow keys highlights files or document contents

Ctrl + Alt + Del brings up a task list where you can force close programs that aren't responding