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## Keyboard Shortcuts in Windows

This factsheet looks at using keyboard shortcuts rather than using the mouse. This in turn can mean more efficient use of the computer and without constantly having to move a hand from the keyboard to the mouse to print a document, or check your email, you may find yourself working quicker and more comfortably.

The following pages introduce and teach some of the basic keyboard shortcuts along with the general guidelines that govern methods of controlling your computer from the keyboard.

Full lists of keyboard shortcuts are available in the Help facility (press the **F1** key on your keyboard) or online at [www.microsoft.com/enable/products/keyboard.aspx](http://www.microsoft.com/enable/products/keyboard.aspx)

If you have any difficulties using the keyboard, such as


- pressing keys down so that you get a string of characters on screen
- brushing other keys by mistake and getting unwanted characters on screen
- can only press down one key at a time

then have a look at our skillsheets which explain how to tune your keyboard to your own requirements.

If you think a different keyboard might help, have a look at our factsheet: Keyboard and Mouse Alternatives.

### Conventions

The table below shows how the keyboard shortcuts are written in this factsheet and what these shortcuts mean.

<b>Ctrl + P</b>	This means: Press and hold the <b>Control</b> key, and whilst holding it down press and release the <b>P</b> key.
 <b>+ D</b>	Press and hold the <b>Windows</b> key (located between the <b>Control</b> and <b>Alt</b> keys on your keyboard), and whilst holding it down press and release the <b>D</b> key.
<b>Ctrl + Alt + Del</b>	Press and hold the <b>Control</b> key and the <b>Alt</b> key and whilst holding them down, press and release the <b>Delete</b> key.

## Navigating Within Windows Using the Keyboard

### Menus

- Press **Alt** plus the underlined letter of the menu name to jump there i.e. **Alt + F** would jump you to the **F**ile menu.
- When on a menu, you can just press the underlined letter of the item you want to jump to, or use the arrows to choose an item and enter to select it.
- Use the **arrow keys** to access sub menus.
- Pressing **Alt + space** will display the window menu, where you can minimise, maximise and close the window.
- The **Start menu** can be accessed by pressing the **Windows logo key** or by pressing **Ctrl + Esc**.

### Dialog Boxes

- As within menus, press **Alt** plus the underlined item of the area you want to jump to.
- You can also press **Tab** to select each item in a dialog box in turn.
- To view the contents of a drop down box, press **Alt + down arrow** or just **down arrow** to step through the list.
- For radio buttons or checkboxes, use the **arrow keys** to move through the list and the **space bar** to turn each option on or off.

### Windows Explorer

- Use the **arrow keys** to move up and down in the list of folders or files.
- The **right and left arrow keys** will expand or collapse a group of folders.
- Press **Tab** to jump between the tree view of folders on the left, and the folder contents on the right.
- Within an item selected, you can press **F2** to rename a file.
- **F3** to begin a search at the selected location.
- **Alt + Enter** to display the items properties.
- **Enter** to open the file or folder selected.
- **Ctrl + C** to copy the file or folder.
- **Ctrl + X** to cut the file or folder.
- **Ctrl + V** to paste a file or folder.

### Application Shortcut Keys

You can easily assign a short key combination to start any program.

- On the **Start menu**, find the program you want to create a shortcut key for and, with it selected, press **Shift + F10** to display the context menu, and then **R** to display the items properties.
- Press **K** to jump to the shortcut key box.
- Press the key you want associated with this shortcut. What ever key you pressed will be shown prefixed with **Ctrl + Alt** meaning that the shortcut key has been set to **Ctrl + Alt + the key you just pressed**.
- Use this key combination to start this program whenever you like.

## Manipulate Text Using the Keyboard

### Moving the Cursor

- Use the **arrow keys** to move the cursor up, down, left or right, one character at a time.
- Use **Ctrl + left or right arrow keys** to move one word at a time.
- Use **Ctrl + up** or **down arrow keys** to move up or down a paragraph at a time.
- **Ctrl + home** will move you to the beginning of a document and **Ctrl + end** will take you to the end of a document.
- **Ctrl + pageup** and **ctrl + pagedown** will move you up or down a page a time, respectively.

### Selecting Text

- Hold down **Shift** and use **left or right arrow keys** to select one letter at a time.
- Use **Shift** and the **up and down arrow keys** to select one line at a time.
- Use **Ctrl + Shift + left or right arrow keys** to select whole words a time.
- **Shift + Ctrl + up** or **down arrow keys** to select a paragraph at a time.
- You can use **Ctrl + A** to select the entire document.

### Cutting, Pasting & Copying

- **Ctrl + C** will copy a selection to the clipboard.
- **Ctrl + X** will cut a selection to the clipboard.
- Use **Ctrl + V** to paste the clipboard contents back in at the cursor insertion point.

### Formatting

In most word processing packages, you can use the following shortcuts.

With the text selected:

- press **Ctrl + B** to bold.
- **Ctrl + I** to italicise.
- **Ctrl + U** to underline.
- **Ctrl +L** will justify left, **Ctrl + R** will justify right and **Ctrl + E** will centre the selection\paragraph.
- **Ctrl + [** will reduce text size and **Ctrl + ]** will increase text size.

## Reference Chart

Key	Action
Tab	Cycles through all controls on a dialog box,
Ctrl + tab	Cycles through the different pages on a tabbed dialog box
Alt + <letter>	Activates the menu represented by <letter>, where <letter> is the underlined letter in the menu title i.e. File would be alt + F
Alt + tab	Cycles through all open applications. Pres Tab to advance to the next one and release both keys to switch to the selected application.
Ctrl + escape	Displays the start menu
Shift + F10	Displays the context (right mouse button) menu
Alt + space	Displays the Window menu (allows you to minimise, maximise and restore a window)
Alt + Enter	Displays the properties for the selected item
Alt + F4	Closes active application
Ctrl + F4	Closes active document within an application
Windows Key + D	Minimises all programs and displays the desktop
Windows Key + M	Minimises all open programs
Windows Key + E	Opens a new explorer window
Windows Key + F	Displays the Windows search dialog box
Windows Key + U	Displays the Windows utility manager dialog box for controlling accessibility options.
Arrow keys	Working with text, this will move the cursor in the direction pressed. If in Windows Explorer, will move through list of files or folders.
Ctrl + arrow key	Working with text, this will move the cursor one word at a time, left & right, or a paragraph at a time up & down.
Shift + arrow key	Working with text, this will select one letter at a time in the direction pressed. Use with ctrl to select whole words at a time.

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