HEALTH and SAFETY

Common Keyboard shortcuts

Below are tables showing some common keyboard shortcuts which can reduce your usage of a computer mouse.

General

To	Press
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Delete	DELETE
Delete selected item permanently without placing the item in the Recycle Bin.	SHIFT+DELETE
Copy selected item.	CTRL while dragging an item
Create shortcut to selected item	CTRL+SHIFT while dragging an item
Rename selected item.	F2
Move the insertion point to the beginning of the next word.	CTRL+RIGHT ARROW
Move the insertion point to the beginning of the previous word.	CTRL+LEFT ARROW
Move the insertion point to the beginning of the next paragraph.	CTRL+DOWN ARROW
Move the insertion point to the beginning of the previous paragraph.	CTRL+UP ARROW
Highlight a block of text.	CTRL+SHIFT with any of the arrow keys
Select more than one item in a window or on the desktop, or select text within a document.	SHIFT with any of the arrow keys
Search for a file or folder.	F3
View properties for the selected item	ALT+ENTER
Close the active item, or quit the active program.	ALT+F4

To	Press
Close the active document in programs that allow you to have multiple documents open simultaneously	CTRL+F4
Switch between open items.	ALT+TAB
Cycle through items in the order they were opened.	ALT+ESC
Cycle through screen elements in a window or on the desktop.	F6
Display the Address bar list in My Computer or Windows Explorer.	F4
Display the shortcut menu for the selected item.	SHIFT+F10
Display the System menu for the active window.	ALT+SPACEBAR
Displays the properties of the selected object.	ALT+Enter
Display the Start menu.	CTRL+ESC
Activate the menu bar in the active program.	F10
Open the next menu to the right, or open a submenu.	RIGHT ARROW
Open the next menu to the left, or close a submenu.	LEFT ARROW
Refresh the active window.	F5
View the folder one level up in My Computer or Windows Explorer.	BACKSPACE
Cancel the current task.	ESC
Bold	CTRL+B
Bookmark	CTRL+SHIFT+F5
Hyperlink	CTRL+K
Open Thesaurus	SHIFT+F7
Print Preview	CTRL+F2

Dialog Box

To	Press
Move forward through tabs.	CTRL+TAB
Move backward through tabs.	CTRL+SHIFT+TAB
Move forward through options.	TAB
Move backward through options.	SHIFT+TAB
Carry out the corresponding command or select the corresponding option.	ALT+Underlined letter
Carry out the command for the active option or button	ENTER
Select or clear the check box if the active option is a check box.	SPACEBAR
Select a button if the active option is a group of option buttons.	Arrow keys
Display Help.	F1
Display the items in the active list.	F4
Open a folder one level up if a folder is selected in the Save As or Open dialog box	BACKSPACE

Windows Explorer

To	Press
Display the bottom of the active window.	END
Display the top of the active window	HOME
Display all subfolders under the selected folder.	NUM LOCK+ASTERISK on numeric keypad (*)
Display the contents of the selected folder.	NUM LOCK+PLUS SIGN on numeric keypad (+)
Collapse the selected folder.	NUM LOCK+MINUS SIGN on numeric keypad (-)
Collapse current selection if it's expanded, or select parent folder	LEFT ARROW
Display current selection if it's collapsed, or select first subfolder	RIGHT ARROW