

1. ALT+ SPACEBAR--opens control menu (like clicking on the symbol in the top left corner of a window, from which you select (perhaps using mouse, perhaps using arrow keys and enter) among restore, minimize, maximize, close, etc)
2. SPACEBAR -- hitting this will finalize a selection of an item in a list or an icon on the screen that's only half-selected, i.e., there's a box around the name but full highlighting is not there. Also puts a checkmark or big dot in a little box or circle for you to check one of several options.
3. ENTER -- will activate a selected item. Hitting Enter with a program icon selected will open the program. with a button highlighted, will activate the "button." It appears highlighted from the heavier line around it, or it might look like a depressed button.
4. Hitting a letter key will take you to the first item in a dialogue box that begins with that letter. I.E., in open file dialogue box, hit w one or more times to go to the "Windows" folder in the list of stuff that appears on the C drive. This can save a whole lot of hand action.
5. Short Key's
 - CTRL+z -- undo
 - CTRL+y -- redo
 - CTRL+a -- select all
 - CTRL+x --cut
 - CTRL+c --copy
 - CTRL+v --paste
 - CTRL+p - print
 - CTRL+s -save
6. CTRL+ALT+DEL--reboots the computer - eventually. First, it'll tell you what's hung up.
7. CTRL+esc-- same as clicking on the "start button" in the taskbar area of the screen
8. ALT+F4 shuts down the selected program.
9. TAB--VERY USEFUL. Takes you from one field to another, one "button" to another, one icon to another etc.
10. SHIFT+TAB -- it tabs you backward

11. HOME - to beginning of line or far left of field or screen.
12. END --to end of line, or far right of field or screen.
13. CTRL+home -- to the top
14. CTRL+END -- to the bottom
15. PAGE UP -- moves you up in your document or dialogue box by one page
16. PAGE DOWN -- moves you down in your document or dialogue list by one page
17. ARROW KEYS--these will move you about the screen or dialogue box, or menu, not just a document. Modifier keys like CTRL and SHIFT when pressed at same time as arrow keys or page up and page down will perform selection and larger movements. For instance, CTRL + right arrow jumps to next word,
18. SHIFT+CTRL+RIGHT ARROW select the whole word.
19. ESC -- to cancel, or get rid of something like box or window that popped up when you didn't want it (or if you change your mind) etc.
20. ALT + the underlined letter in a menu item carries out the action.
21. SHIFT+F10--like right click, brings up context menu (M.S.Office)
22. ALT+TAB--cycles through open applications
23. [ALT] + down arrow--opens up a "Drop down list" -those little arrows that sit next to fields in which you must make a choice, for instance in the "Look in" field of an "Open" dialogue box.
24. ALT] + TAB --holding down the [ALT] and hitting tab cycles you through open applications. Thus, to sign off Windows 95: CTRL+ESC, UP, ENTER, ENTER.

[Hot and Other Keys]

*General folder / Windows Explorer shortcuts for a selected object:

Keys	Action -----
F2	Rename
F3	Find
CTRL+X, C, or V	Cut, Coputting py, or Paste
SHIFT+DELETE	Delete immediately without the file in Recycle Bin
ALT+ENTER	Properties
ALT+double-click	Properties
CTRL+right-click	Put alternative verbs on the context menu (Open With)
SHIFT+double-click	Explore the object if it has an Explore command
CTRL+drag a file to a folder	Copy a file
CTRL+SHIFT+drag a file to the desktop or a folder	
Create a shortcut	
CTRL+ESC, ESC,TAB,SHIFT+F1	Open taskbar properties

[General control over folders/Windows Explorer]

F4 (Explorer)	Displays the combo box
F5	Refresh
F6	Switches between panes in Windows Explorer
CTRL+G (Windows Explorer)	Goto
CTRL+Z	Undo
CTRL+A	Select all
BACKSPACE	Goes to the parent folder
SHIFT+	Closes this folder and all its parent folders

[In Windows Explorer]

Num*	Expands everything under selection
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Num-	Expands selection
Num+ or Right arrow	Collapses selection
Right arrow	Expands current selection if it's collapsed;
	Otherwise goes to the first child.
Left arrow	Collapses current selection if it's expanded;
	Otherwise goes to the parent
[In Properties]	
CTRL+TAB or CTRL+SHIFT+TAB	Switches between Properties tabs
[In Open/Save Common Dialog Boxes]	
F4	Drop down the location list
F5	Refresh the view
Backspace	Go to parent folder if focus is on view window
[General Keyboard-Only Commands]	
F1	Help
F10	Goes to menu mode
SHIFT+F10	Context menu for selected item
CTRL+ESC	Brings up Start menu
CTRL+ESC, ESC	Focus on the Start button
SHIFT+F10	Context menu
ALT+TAB	Switch to the running program
SHIFT while inserting CD	Bypasses auto-run
Alt+M when focus is on taskbar	Minimizes all windows
[Accessibility Shortcuts]	
Tap SHIFT 5 times	Toggles StickyKeys on/off
Hold down Right SHIFT for 8 seconds	Toggles FilterKeys on/off
Hold down NumLock for 5 seconds	Toggles ToggleKeys on/off
Left ALT+LEFT+SHIFT +NumLock	Toggles MouseKeys on/off
Left ALT+LEFT+SHIFT +PrintScreen	Toggles HighContrast on/off

[MS Natural Keyboard]

Win+R	Run dialog
Win+M	Minimize All
Shift-Win+M	Undo Minimize All
Win+F1	Windows Help
Win+E	Explorer
Win+F	Find Files or Folders
CTRL+Win+F	Find Computer
Win+Tab	Cycle through taskbar buttons
Win+Break	PSS Hotkey... (System properties)

1. Use Alt + underlined character to select a menu.

Or

Press F10 to toggle menu mode. (Choose your method!)

2. Press the underlined character to select an item on a menu.

3. Use the first letter to select file names from a list (e.g., in Windows Explorer, on desktop, in folders.) This is often the fastest way to move around a long file list.

4. Useful key combos to experiment with: Tab; Ctrl + Tab; Ctrl + PgUp; Ctrl + PgDown. Hold down these in combination with Shift key to change direction.

5. Other useful shortcut keys: Spacebar; Home; End; Ctrl+Home; Ctrl + End.

6. Task switching: Alt + Tab and Alt + Esc. The latter is not well known, but indispensable.

7. "Delete" key often deletes an item.

8. Backspace key moves "up" one level in a directory tree. Works in folders and with Windows Explorer. (See what I mean about lousy keyboard interface? NOT exactly intuitive, is it?)

9. Press Spacebar to select an item, Enter to "double click."

10. Keyboard shortcuts that almost always work: Start menu:
Ctrl + Esc.
Cancel: Esc. Exit: Alt + F4. Open, New, Save, Bold, Italic,
Underline:
Ctrl O, N, S, B, I, U. Undo: Ctrl + Z or Alt + Bkspc.