

Computer Shortcuts: Reference Guide

Bar's Books, Inc.®

ESSENTIAL ACADEMIC OUTLINE
Computer Shortcuts

Computer Shortcuts
Shortcuts to help with daily tasks in Office, most OS, the Web & more.

WINDOWS® Operating System Shortcuts

SHORTCUT KEYS	95	98	ME	NT	2000	XP	VISTA	DESCRIPTION
Alt + Tab	Y	Y	Y	Y	Y	Y	Y	Switch between open applications
Alt + Shift + Tab	Y	Y	Y	Y	Y	Y	Y	Switch between open applications, open applications
Alt + Double Click	Y	Y	Y	Y	Y	Y	Y	Double-click icon of the Start menu button and on the Start menu of the operating system
Ctrl + Tab	Y	Y	Y	Y	Y	Y	Y	Switch between open applications or documents in applications that support this feature
Ctrl + Shift + Tab	Y	Y	Y	Y	Y	Y	Y	Same as Alt + Tab
Alt + Print Screen	Y	Y	Y	Y	Y	Y	Y	Print a screen shot only for the program you are currently in
Ctrl + Alt + Del	Y	Y	Y	Y	Y	Y	Y	Restart the computer and bring up the Windows Task Manager
Ctrl + Esc	Y	Y	Y	Y	Y	Y	Y	Bring up the Windows Explorer in Windows 95, the equivalent of the Start menu
Alt + Esc	Y	Y	Y	Y	Y	Y	Y	Switch between open applications or windows
F1	Y	Y	Y	Y	Y	Y	Y	Access help for current open application
F2	Y	Y	Y	Y	Y	Y	Y	Rename selected item
F3	Y	Y	Y	Y	Y	Y	Y	Open Find from desktop
F4	Y	Y	Y	Y	Y	Y	Y	Open the Run dialog box
F5	Y	Y	Y	Y	Y	Y	Y	Refresh contents
F6	Y	Y	Y	Y	Y	Y	Y	Access desktop bar
Shift + F6	Y	Y	Y	Y	Y	Y	Y	Switch right-click to left-click
F8	Y	Y	Y	Y	Y	Y	Y	Select a Windows feature to remove in the Windows Features window
Alt + F8	Y	Y	Y	Y	Y	Y	Y	Close current open program
Ctrl + F8	Y	Y	Y	Y	Y	Y	Y	Close window in program
Alt	Y	Y	Y	Y	Y	Y	Y	Close open in different Windows Explorer window
Ctrl + Spacebar	Y	Y	Y	Y	Y	Y	Y	Open the Windows context menu
Ctrl + Alt + V, Rep on the Keyboard	Y	Y	Y	Y	Y	Y	Y	Automatically enter the values of all the values in Windows Features
Alt + Enter	Y	Y	Y	Y	Y	Y	Y	Open properties window of selected item or program
Shift + Del	Y	Y	Y	Y	Y	Y	Y	Delete permanently (bypass Recycle Bin) the selected file
Hold Shift	Y	Y	Y	Y	Y	Y	Y	Keep Shift while in program prevents file or folder from being deleted
Hold Shift	Y	Y	Y	Y	Y	Y	Y	When opening or installing OS, will prevent OS from being installed
Enter	Y	Y	Y	Y	Y	Y	Y	Activate the highlighted program
Alt + Down Arrow	Y	Y	Y	Y	Y	Y	Y	Display all available options or drop-down menu
Alt + Enter	Y	Y	Y	Y	Y	Y	Y	Display all features of the currently selected feature in Windows Features
Alt + Enter	Y	Y	Y	Y	Y	Y	Y	Display only the currently selected feature in Windows Features
Alt + Enter	Y	Y	Y	Y	Y	Y	Y	Display the currently selected feature in Windows Features

ACCESS® Shortcuts

Ctrl + D	Open desktop toolbar	Ctrl + B	Close	Ctrl + Enter	Insert a new record or a new record
Ctrl + N	Open new database	Ctrl + W	Print	Ctrl + =	Insert a new record or a new record
Ctrl + S	Save	Ctrl + E	Print	Ctrl + =	Insert a new record or a new record
Shift + Enter	Insert record	F1	Help	Alt	Insert a new record or a new record
Ctrl + P	Print	Alt	Print	Alt	Insert a new record or a new record
F6	Refresh database window	Alt	Print	Alt	Insert a new record or a new record
Ctrl + F	Find record	Alt	Print	Alt	Insert a new record or a new record
Ctrl + C	Copy	Alt	Print	Alt	Insert a new record or a new record

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Reviews

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(Elise Wehner)

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