



## Windows 2000 Keyboard Shortcuts

*Learning a few useful Keyboard shortcuts doesn't seem like a big productivity booster, but you may be surprised how fast you can perform common tasks once you break the "mouse" habit. This is especially useful when working on a rack mounted server that either doesn't have a functioning mouse, or had an ill conceived trackball. Nothing will elevate your tech status to guru faster than being able to fly through the Windows 2000 menus without ever touching your mouse! One of our LabMice actually unplugged his mouse from his PC for a week to force himself to use the shortcut keys!*

**Note:** Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options. If you are connected to Windows 2000 through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.

### Common Keyboard Shortcuts

#### Shortcut Keys

Shortcut Keys	Function
	Display or hide the <b>Start</b> menu.
+BREAK	Display the <b>System Properties</b> dialog box.
+D	Minimizes all Windows and shows the Desktop
+E	Open <i>Windows Explorer</i>
+F	Search for a file or folder.
	Search for computers.
+F1	Display Windows 2000 Help.
+L	Locks the desktop
+M	Minimize or restore all windows.
+R	Open the <b>Run</b> dialog box.
+TAB	Switch between open items.
+U	Open Utility Manager
ALT+- (ALT+hyphen)	Displays the Multiple Document Interface (MDI) child window's System menu.
ALT+ENTER	View properties for the selected item.
ALT+ESC	Cycle through items in the order they were opened.
ALT+F4	Close the active item, or quit the active program.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+TAB	Switch between open items.
ALT+Underlined letter in a menu name	Display the corresponding menu.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer.
CTRL+A	Select all.
CTRL+B	Bold
CTRL+C	Copy.
CTRL+I	Italics
CTRL+O	Open an item.
CTRL+U	Underline
CTRL+V	Paste.
CTRL+X	Cut.
CTRL+Z	Undo.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.

<b>CTRL+LEFT ARROW</b>	Move the insertion point to the beginning of the previous word.
<b>CTRL+DOWN ARROW</b>	Move the insertion point to the beginning of the next paragraph.
<b>CTRL+UP ARROW</b>	Move the insertion point to the beginning of the previous paragraph.
<b>CTRL+SHIFT with any of the arrow keys</b>	Highlight a block of text.
<b>DELETE</b>	Delete.
<b>SHIFT+DELETE</b>	Delete selected item permanently without placing the item in the Recycle Bin.
<b>ESC</b>	Cancel the current task.
<b>F1</b>	Displays Help
<b>F2</b>	Rename selected item.
<b>F3</b>	Search for a file or folder.
<b>F4</b>	Display the Address bar list in My Computer or Windows Explorer.
<b>F5</b>	Refresh the active window.
<b>F6</b>	Cycle through screen elements in a window or on the desktop.
<b>F10</b>	Activate the menu bar in the active program.
<b>SHIFT+F10</b>	Display the shortcut menu for the selected item.
<b>CTRL+ESC</b>	Display the <b>Start</b> menu.
<b>SHIFT+CTRL+ESC</b>	Launches Task Manager
<b>Underlined letter in a command name on an open menu</b>	Carry out the corresponding command.
<b>RIGHT ARROW</b>	Open the next menu to the right, or open a submenu.
<b>LEFT ARROW</b>	Open the next menu to the left, or close a submenu.
<b>SHIFT with any of the arrow keys</b>	Select more than one item in a window or on the desktop, or select text within a document.
<b>SHIFT when you insert a CD into the CD-ROM drive</b>	Prevent the CD from automatically playing.

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## Dialog box keyboard shortcuts

### Shortcut Keys

### Function

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

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## Windows Explorer keyboard shortcuts

### Shortcut Keys

### Function

<b>CTRL+PLUS on numeric keypad (+)</b>	Automatically resize the columns in the right hand pane
<b>END</b>	Display the bottom of the active window.
<b>HOME</b>	Display the top of the active window.
<b>NUM LOCK+ASTERISK on numeric keypad (*)</b>	Display all subfolders under the selected folder.
<b>NUM LOCK+PLUS SIGN on numeric keypad (+)</b>	Display the contents of the selected folder.
<b>NUM LOCK+MINUS SIGN on numeric keypad (-)</b>	Collapse the selected folder.
<b>LEFT ARROW</b>	Collapse current selection if it's expanded, or select parent folder.
<b>RIGHT ARROW</b>	Display current selection if it's collapsed, or select first subfolder.

## Natural Keyboard shortcuts

You can use the following keyboard shortcuts with a Microsoft Natural Keyboard or any other compatible keyboard that includes the Windows logo key (⊞) and the Application key (⊞).

### Shortcut Keys

Shortcut Keys	Function
⊞	Display or hide the Start menu.
⊞+BREAK	Display the System Properties dialog box.
⊞+D	Minimizes all Windows and shows the Desktop
⊞+M	Minimize or restore all windows.
⊞+E	Open My Computer.
⊞+F	Search for a file or folder.
CTRL+⊞+F	Search for computers.
⊞+F1	Display Windows 2000 Help.
⊞+L	Locks the desktop
⊞+R	Open the Run dialog box.
⊞+TAB	Switch between open items.
⊞	Display the shortcut menu for the selected item.
⊞+U	Open Utility Manager

## Accessibility Options keyboard shortcuts

### Shortcut Keys

Shortcut Keys	Function
Right SHIFT for eight seconds	Switch FilterKeys on and off
Left ALT +left SHIFT +PRINT SCREEN	Switch High Contrast on and off
Left ALT +left SHIFT +NUM LOCK SHIFT five times	Switch MouseKeys on and off
NUM LOCK for five seconds	Switch StickyKeys on and off
⊞ +U	Switch ToggleKeys on and off
	Open Utility Manager

## Help Viewer keyboard shortcuts

If your mouse is unavailable or if you prefer using your keyboard, you can use the following keyboard commands to navigate within the Help Viewer. To expand the headings below using the keyboard, press F6 to switch from the Help navigation pane to the topic pane. Press TAB to select the desired keyboard shortcut heading, and then press ENTER to expand the listing.

### Shortcut Keys

Shortcut Keys	Function
ALT+SPACEBAR	Display the system menu.
SHIFT+F10	Display the Help Viewer shortcut menu.
ALT+TAB	Switch between the Help Viewer and other open windows.
ALT+O	Display the Options menu.
ALT+O, and then press T	Hide or show the navigation pane.
CTRL+TAB	Switch to the next tab in the navigation pane.
CTRL+SHIFT+TAB	Switch to the previous tab in the navigation pane.
UP ARROW	Move up one topic in the table of contents, index, or search results list.
DOWN ARROW	Move down one topic in the table of contents, index, or search results list.
PAGE UP	Move up one page in the table of contents, index, or search results list.
PAGE DOWN	Move down one page in the table of contents, index, or search results list.
F6	Switch focus between the navigation pane and the topic pane.
ALT+O, and then press R	Refresh the topic that appears in the topic pane.
UP ARROW or DOWN ARROW	Scroll through a topic.

**CTRL+HOME**

Move to the beginning of a topic.

**CTRL+END**

Move to the end of a topic.

**CTRL+A**

Highlight all text in the topic pane.

**ALT+O, and then press P**

Print a topic.

**ALT+O, and then press B**

Move back to the previously viewed topic.

**ALT+O, and then press F**

Move forward to the next (previously viewed) topic.

**ALT+F4**

Close the Help Viewer.

### Contents tab keyboard shortcuts

#### Shortcut Keys

**ALT+C**

#### Function

Display the Contents tab.

**RIGHT ARROW**

Open a book.

**LEFT ARROW**

Close a book.

**BACKSPACE**

Return to the previous open book.

**UP ARROW or DOWN ARROW**

Select a topic.

**ENTER**

Display the selected topic.

### Index tab keyboard shortcuts

#### Shortcut Keys

**ALT+N**

#### Function

Display the Index tab.

**UP ARROW or DOWN ARROW**

Select a keyword in the list.

**ALT+D or ENTER**

Display the associated topic.

### Search tab keyboard shortcuts

#### Shortcut Keys

**ALT+S**

#### Function

Display the Search tab.

**ALT+L**

Start a search.

**ALT+D or ENTER**

Display the selected topic.

### Favorites tab keyboard shortcuts

#### Shortcut Keys

**ALT+I**

#### Function

Display the Favorites tab.

**ALT+A**

Add a topic to the Topics list.

**ALT+P**

Select a topic in the Topics list.

**ALT+R**

Remove a topic from the Topics list.

**ALT+D**

Display a topic from the Topics list.