Shortcut Keys

Here's the list of Windows XP keyboard shortcuts or accelerator hotkeys available on the operating system level and also for Internet Explorer, as published by [Microsoft](). Please note that Microsoft no longer supports Windows XP meaning that there are no more updates or security fixes for the operating system. Eventually some programs may not work with it.

General keyboard shortcuts

- Ctrl+C (Copy)

- Ctrl+X (Delete selected item and save a copy to the clipboard)

- Ctrl+V (Paste)

- Ctrl+Z (Undo)

- Delete (Delete)

- Shift+Delete (Delete the selected item permanently without moving the item to the Recycle Bin)

- Ctrl while dragging an item (Copy the selected item)

- Ctrl+Shift while dragging an item (Create a shortcut to the selected item)

- F2 key (Rename the selected item)

- Ctrl+Right Arrow (Move the cursor to the beginning of the next word)

- Ctrl+Left Arrow (Move the cursor to the beginning of the previous word)

- Ctrl+Down Arrow (Move the cursor to the beginning of the next paragraph)

- Ctrl+Up Arrow (Move the cursor to the beginning of the previous paragraph)

- Ctrl+Shift with any arrow key (Highlight a block of text)

- Shift with any arrow key (Select more than one item in a window or on the desktop, or select text in a document)

- Ctrl+A (Select all)

- F3 key (Search for a file or a folder)

- Alt+Enter (View the properties for the selected item)

- Alt+F4 (Close the active item, or exit the active program)

- Alt+Enter (Display the properties of the selected object)

- Alt+Spacebar (Open the shortcut menu for the active window)

- Ctrl+F4 (Close the active document in programs that enable multiple documents to be open at the same time)

- Alt+Tab (Switch between the open items)

- Alt+Esc (Cycle through items in the order in which they were opened)

- F6 key (Cycle through the screen elements in a window or on the desktop)

Shortcut Keys

- F4 key (Display the Address bar list in My Computer or in Windows Explorer)

- Shift+F10 (Display the shortcut menu for the selected item)

- Alt+Spacebar (Display the System menu for the active window)

- Ctrl+Esc (Display the Start menu)

- Alt+Underlined letter in a menu name (Display the corresponding menu)

- Underlined letter in a command name on an open menu (Perform the corresponding command)

- F10 key (Activate the menu bar in the active program)

- Right Arrow (Open the next menu to the right, or open a submenu)

- Left Arrow (Open the next menu to the left, or close a submenu)

- F5 key (Update the active window)

- Backspace (View the folder one level up in My Computer or Windows Explorer)

- Esc (Cancel the current task)

- Shift when you insert a CD into the CD drive (Prevent the CD from automatically playing)

- Ctrl+Shift+Esc (Open Task Manager)

Dialog box keyboard shortcuts

If you press Shift+F8 in extended selection list boxes, you enable extended selection mode. In this mode, you can use an arrow key to move a cursor without changing the selection. You can press Ctrl+Spacebar or Shift+Spacebar to adjust the selection. To cancel extended selection mode, press Shift+F8 again. Extended selection mode cancels itself when you move the focus to another control.

- Ctrl+Tab (Move forward through the tabs)

- Ctrl+Shift+Tab (Move backward through the tabs)

- Tab (Move forward through the options)

- Shift+Tab (Move backward through the options)

- Alt+Underlined letter (Perform the corresponding command, or select the corresponding option)

- Enter (Perform the command for the active option or button)

- Spacebar (Select or clear the check box if the active option is a check box)

- Arrow keys (Select a button if the active option is a group of option buttons)

- F1 key (Display Help)

- F4 key (Display the items in the active list)

Shortcut Keys

- Backspace (Open a folder one level up if a folder is selected in the **Save As** or **Open** dialog box)

Accessibility keyboard shortcuts

- Right Shift for eight seconds (Switch FilterKeys on or off)

- Left Alt+left Shift+Print Screen (Switch High Contrast on or off)

- Left Alt+left Shift+Num Lock (Switch the MouseKeys on or off)

- Shift five times (Switch the StickyKeys on or off)

- Num Lock for five seconds (Switch the ToggleKeys on or off)

- Windows Logo +U (Open Utility Manager)

Windows Explorer keyboard shortcuts

- End (Display the bottom of the active window)

- Home (Display the top of the active window)

- Num Lock+Asterisk sign (*) (Display all the subfolders that are under the selected folder)

- Num Lock+Plus sign (+) (Display the contents of the selected folder)

- Num Lock+Minus sign (-) (Collapse the selected folder)

- Left Arrow (Collapse the current selection if it is expanded, or select the parent folder)

- Right Arrow (Display the current selection if it is collapsed, or select the first subfolder)

Microsoft Internet Explorer navigation

- Ctrl+B (Open the **Organize Favorites** dialog box)

- Ctrl+E (Open the Search bar)

- Ctrl+F (Start the Find utility)

- Ctrl+H (Open the History bar)

- Ctrl+I (Open the Favorites bar)

- Ctrl+L (Open the **Open** dialog box)

- CtrlL+N (Start another instance of the browser with the same web address)

- Ctrl+O (Open the **Open** dialog box, the same as CTRL+L)

- Ctrl+P (Open the **Print** dialog box)

- Ctrl+R (Update the current webpage)

- Ctrl+W (Close the current window)