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## [Windows Vista Must-Have, Must-Know Keyboard Shortcuts for Hardcore Junkies](#)

*There's more way than one to interact with Windows Vista*



Windows Vista

Must-have and must-know might just sound a tag exaggerated I will admit that, but just bear with me, it will all make sense in the end. And more importantly, start using keyboard shortcuts. If you are addicted to your mouse, you will quickly find that your actions are limited in comparison with the flexibility and freedom provided by the keyboard. And you need to start thinking of the keyboard as a natural extension of your hands. You will be able to bring Windows Vista to your fingertips, literally, in a way that you will never be able to do with the mouse. As keyboard shortcuts become and integer part of your everyday workflow, a new junkie will be born. The bottom line is that the keyboard will provide you with an unprecedented level of control. You will never be able to go without keyboard shortcuts ever again. Either because of the way Windows Vista will seamlessly respond to your commands or because of the look on your colleagues' faces when you'll be flying through the operating system with little effort. In Windows Vista, Microsoft has divided keyboard shortcuts into the following categories:- **Ease of Access keyboard shortcuts - General keyboard shortcuts - Dialog box keyboard shortcuts - Microsoft keyboard shortcuts - Windows Explorer keyboard shortcuts - Windows Sidebar keyboard shortcuts - Windows Photo Gallery keyboard shortcuts - Windows Help viewer keyboard shortcuts** All of the keyboard shortcuts bellow will deliver an unprecedented level of interaction with the operating system and decrease your dependency on the mouse.

**Ease of Access keyboard shortcuts** Right SHIFT for eight seconds - Turn Filter Keys on and offLeft ALT+left SHIFT+PRINT SCREEN (or PRTSCRN) - Turn High Contrast on or offLeft ALT+left SHIFT+NUM LOCK - Turn Mouse Keys on or offSHIFT five times - Turn Sticky Keys on or offNUM LOCK for five seconds - Turn Toggle Keys on or offWindows logo key +U - Open the Ease of Access Center

**General keyboard shortcuts** F1 - Display HelpCTRL+C - Copy the selected itemCTRL+X - Cut the selected itemCTRL+V - Paste the selected itemCTRL+Z - Undo an actionCTRL+Y - Redo an actionDELETE - Delete the selected item and move it to the Recycle BinSHIFT+DELETE - Delete the selected item without moving it to the Recycle Bin firstF2 - Rename the selected itemCTRL+RIGHT ARROW - Move the cursor to the beginning of the next wordCTRL+LEFT ARROW - Move the cursor to the beginning of the previous wordCTRL+DOWN ARROW - Move the cursor to the beginning of the next paragraphCTRL+UP ARROW - Move the cursor to the beginning of the previous paragraphCTRL+SHIFT with an arrow key - Select a block of textSHIFT with any arrow key - Select more than one item in a window or on the desktop, or select text within a document CTRL with any arrow key+SPACEBAR - Select multiple individual items in a window or on the desktopCTRL+A - Select all items in a document or windowF3 - Search for a file or folderALT+ENTER - Display properties for the selected itemALT+F4 - Close the active item, or exit the active programALT+SPACEBAR - Open the shortcut menu for the active window CTRL+F4 - Close the active document (in programs that allow you to have multiple documents open simultaneously)ALT+TAB - Switch between open itemsCTRL+ALT+TAB - Use the arrow keys to switch between open itemsCTRL+Mouse scroll wheel - Change the size of icons on the desktopWindows logo key +TAB - Cycle through programs on the taskbar by using Windows Flip 3-DCTRL+Windows logo key +TAB - Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-DALT+ESC - Cycle through items in the order in which they were openedF6 - Cycle through screen elements in a window or on the desktopF4 - Display the Address bar list in Windows ExplorerSHIFT+F10 - Display the shortcut menu for the selected itemCTRL+ESC - Open the Start menu

ALT+underlined letter - Display the corresponding menu  
 ALT+underlined letter - Perform the menu command (or other underlined command)  
 F10 - 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 - Refresh the active window  
 ALT+UP ARROW - View the folder one level up in Windows Explorer  
 ESC - Cancel the current task  
 CTRL+SHIFT+ESC - Open Task Manager  
 SHIFT when you insert a CD - Prevent the CD from automatically playing

**Dialog box keyboard shortcuts**

CTRL+TAB - Move forward through tabs  
 CTRL+SHIFT+TAB - Move back through tabs  
 TAB - Move forward through options  
 SHIFT+TAB - Move back through options  
 ALT+underlined letter - Perform the command (or select the option) that goes with that letter  
 ENTER - Replaces clicking the mouse for many selected commands  
 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 - Display Help  
 F4 - Display the items in the active list  
 BACKSPACE - Open a folder one level up if a folder is selected in the Save As or

**Microsoft keyboard shortcuts**

Windows logo key - Open or close the Start menu  
 Windows logo key +PAUSE - Display the System Properties dialog box  
 Windows logo key +D - Display the desktop  
 Windows logo key +M - Minimize all windows  
 Windows logo key +SHIFT+M - Restore minimized windows to the desktop  
 Windows logo key +E - Open Computer  
 Windows logo key +F - Search for a file or folder  
 CTRL+Windows logo key +F - Search for computers (if you are on a network)  
 Windows logo key +L - Lock your computer or switch users  
 Windows logo key +R - Open the Run dialog box  
 Windows logo key +T - Cycle through programs on the taskbar  
 Windows logo key +TAB - Cycle through programs on the taskbar by using Windows Flip 3-D  
 CTRL+Windows logo key +TAB - Use the arrow keys to cycle through programs on the taskbar by using Windows Flip 3-D  
 Windows logo key +SPACEBAR - Bring all gadgets to the front and select Windows Sidebar  
 Windows logo key +G - Cycle through Sidebar gadgets  
 Windows logo key +U - Open Ease of Access Center  
 Windows logo key +X - Open Windows Mobility Center  
 Windows logo key with any number key - Open the Quick Launch shortcut that is in the position that corresponds to the number. For example, Windows logo key +1 to launch the first shortcut in the Quick Launch menu.

**Windows Explorer keyboard shortcuts**

CTRL+N - Open a new window  
 END - Display the bottom of the active window  
 HOME - Display the top of the active window  
 F11 - Maximize or minimize the active window  
 NUM LOCK+ASTERISK (\*) on numeric keypad - Display all subfolders under the selected folder  
 NUM LOCK+PLUS SIGN (+) on numeric keypad - Display the contents of the selected folder  
 NUM LOCK+MINUS SIGN (-) on numeric keypad - Collapse the selected folder  
 LEFT ARROW - Collapse the current selection (if it is expanded), or select the parent folder  
 ALT+LEFT ARROW - View the previous folder  
 RIGHT ARROW - Display the current selection (if it is collapsed), or select the first subfolder  
 ALT+RIGHT ARROW - View the next folder  
 CTRL+Mouse scroll wheel - Change the size and appearance of file and folder icons  
 ALT+D - Select the Address bar

**Windows Sidebar keyboard shortcuts**

Windows logo key +SPACEBAR - Bring all gadgets to the front and select Sidebar  
 Windows logo key +G - Cycle through Sidebar gadgets  
 TAB - Cycle through Sidebar controls

**Windows Photo Gallery keyboard shortcuts**

CTRL+F - Open the Fix pane  
 CTRL+P - Print the selected picture  
 ENTER - View the selected picture at a larger size  
 CTRL+I - Open or close the Details pane  
 CTRL+PERIOD (.) - Rotate the picture clockwise  
 CTRL+COMMA (,) - Rotate the picture counter-clockwise  
 F2 - Rename the selected item  
 CTRL+E - Search for an item  
 ALT+LEFT ARROW - Go back  
 ALT+RIGHT ARROW - Go forward  
 PLUS SIGN (+) - Zoom in or resize the picture thumbnail  
 MINUS SIGN (-) - Zoom out or resize the picture thumbnail  
 CTRL+Mouse scroll wheel - Change the size of the picture thumbnail  
 CTRL+B - Best fit  
 LEFT ARROW - Select the previous item  
 DOWN ARROW - Select the next item or row  
 UP ARROW - Previous item (Easel) or previous row (Thumbnail)  
 PAGE UP - Previous screen  
 PAGE DOWN - Next screen  
 HOME - Select the first item  
 END - Select the last item  
 DELETE - Move the selected item to the Recycle Bin  
 SHIFT+DELETE - Permanently delete the selected item  
 LEFT ARROW - Collapse node  
 RIGHT ARROW -

Expand node **Keyboard shortcuts for working with videos**  
J - Move back one frame  
K - Pause the playback  
L - Move forward one frame  
I - Set the start trim point  
O - Set the end trim point  
M - Split a clip  
HOME - Stop and rewind all the way back to the start trim point  
ALT+RIGHT ARROW - Advance to the next frame  
ALT+LEFT ARROW - Go back to the previous frame  
CTRL+K - Stop and rewind playback  
CTRL+P - Play from the current location  
HOME - Move the start trim point  
END - Move to the end trim point  
PAGE UP - Seek to nearest split point before the current location  
PAGE DOWN - Seek to nearest split point after the current location  
**Windows Help viewer keyboard shortcuts**  
ALT+C - Display the Table of Contents  
ALT+N - Display the Connection Settings menu  
F10 - Display the Options menu  
ALT+LEFT ARROW - Move back to the previously viewed topic  
ALT+RIGHT ARROW - Move forward to the next (previously viewed) topic  
ALT+A - Display the customer support page  
ALT+HOME - Display the Help and Support home page  
HOME - Move the to beginning of a topic  
END - Move to the end of a topic  
CTRL+F - Search the current topic  
CTRL+P - Print a topic  
F3 - Move to the Search box