

Computer Shortcuts: Reference Guide

WINDOWS® Operating System Shortcuts

SHORTCUT KEYS	95	98	ME	NT	2000	XP	VISTA	DESCRIPTIONS
Alt + Tab	Y	Y	Y	Y	Y	Y	Y	Switch between open applications
Alt + Shift + Tab	Y	Y	Y	Y	Y	Y	Y	Switch back and forth between open applications
Alt + Double Click	Y	Y	Y	Y	Y	Y	Y	Double-click the icon of the Start menu button and on XP through Vista open the Start menu's Favorites list
Ctrl + Tab	Y	Y	Y	Y	Y	Y	Y	Switch between open applications in applications that support the feature
Ctrl + Shift + Tab	Y	Y	Y	Y	Y	Y	Y	Close an open tab in Internet Explorer
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/or bring up the Windows Task Manager
Ctrl + Esc	Y	Y	Y	Y	Y	Y	Y	Bring up the Windows Start menu in Windows 95, 98, Me, and Windows XP
Alt + Esc	Y	Y	Y	Y	Y	Y	Y	Switch between open windows in 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 Windows
F4	Y	Y	Y	Y	Y	Y	Y	Close the Start menu when displaying
F5	Y	Y	Y	Y	Y	Y	Y	Refresh contents
F6	Y	Y	Y	Y	Y	Y	Y	Switch between taskbars
Shift + F6	Y	Y	Y	Y	Y	Y	Y	Switch between taskbars in the Windows Explorer window
Alt + F4	Y	Y	Y	Y	Y	Y	Y	Close current open program
Ctrl + F4	Y	Y	Y	Y	Y	Y	Y	Close window in Internet Explorer
Alt	Y	Y	Y	Y	Y	Y	Y	Close current window in Windows Explorer
Ctrl + Spacebar	Y	Y	Y	Y	Y	Y	Y	Open the Windows search box
Ctrl + Alt + Del on the keyboard	Y	Y	Y	Y	Y	Y	Y	Accessibly enter the ability of the Windows Task Manager
Alt + Enter	Y	Y	Y	Y	Y	Y	Y	Open properties window of selected item in Explorer
Shift + Del	Y	Y	Y	Y	Y	Y	Y	Delete permanent file without bringing down the file to the Recycle Bin
Alt+Shift+Del	Y	Y	Y	Y	Y	Y	Y	Open Task Manager in Explorer window. In the Windows Explorer window, when opening an available CD, will present CD content from opening
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 in the Start menu
Esc	Y	Y	Y	Y	Y	Y	Y	Cancel or stop an action
Ctrl + Esc	Y	Y	Y	Y	Y	Y	Y	Bring up the Windows Start menu in Windows XP
Ctrl + Esc on the keyboard	Y	Y	Y	Y	Y	Y	Y	Bring up the Windows Start menu in Windows Explorer
Ctrl + Esc on the keyboard	Y	Y	Y	Y	Y	Y	Y	Bring up the Windows Start menu in Windows Explorer

ACCESS® Shortcuts

SHORTCUT KEYS	DESCRIPTIONS	SHORTCUT KEYS	DESCRIPTIONS	SHORTCUT KEYS	DESCRIPTIONS
Ctrl + G	Open existing database	Ctrl + B	Close	Ctrl + Enter	Insert a carriage return or a new line in the text
Ctrl + H	Open a new database	Ctrl + V	Paste	Ctrl + F	Open the Find dialog box in the current window
Ctrl + S	Save	Ctrl + Z	Undo	Alt + F	Open the File menu in the current window
Shift + Enter	Insert a new line	F1	Help	Alt + E	Open the Edit menu in the current window
Ctrl + P	Print	Alt	Open the menu bar	Alt + B	Open the Bold menu item in the current window
Alt	Open the menu bar	Alt + C	Open the Copy menu item in the current window	Alt + M	Open the Mail menu item in the current window
Ctrl + F	Open the Find dialog box in the current window	Alt + X	Open the Cut menu item in the current window		
Ctrl + C	Copy				

Filesize: 2.45 MB

Reviews

This composed ebook is wonderful. It really is written in basic words rather than hard to understand. You may like the way the writer compose this pdf.
(Ryder Nolan)

COMPUTER SHORTCUTS: REFERENCE GUIDE



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