

## Windows XP Twenty-Five Essential Shortcuts

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Note: The '+' symbol is used to indicate that the keys on either side of it should be pressed simultaneously and not that the '+' key itself should be pressed.

Keystroke	Function
Windows + E	Opens Windows/File Explorer
Windows + Pause/Break	Opens the System Properties dialog box
Windows + U	Opens the Utility Manager
Windows + R	Opens the Run... prompt
Windows + F	Opens the Search for Files and Folder window
Windows + Alt + F	Opens the Search for Computer window
Windows + M	Minimize all windows
Shift + Windows + M	Maximize all windows that may be minimized
Windows + D	Minimize all windows and then restore all Windows when invoked again
Windows + L	Lock Computer
Ctrl + Shift + Esc	Opens the Windows Task Manager
Alt + F4 (in a program)	Closes the program
Alt + F4 (from desktop)	Opens the Windows Shutdown/Restart dialog box
Alt + Enter	Opens the Properties page of a selected item
Shift + Insert CD/DVD	Inserts a CD/DVD without triggering Autoplay or Autorun
Shift + Delete	Permanently deletes an item rather than sending it to the Recycle Bin
Alt + Tab	Cycles through all open programs
Right-click + drag a file	Brings up a menu to copy, move, or create a shortcut
F5 (or Ctrl + R)	Refresh Internet Explorer page, or refresh any other window
Ctrl + A	Select All
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + P	Print
Make your own custom keystroke for a program	Steps: right-click on the icon of a program or shortcut; go to Properties; click on the Shortcut tab; enter your custom keystroke combination in the "Shortcut key" field (it will only allow you to assign key combos that aren't already used)