

PURBECK PC SERVICES

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Keep this list of useful KEYBOARD SHORTCUTS!

You can save valuable time by learning a few keyboard shortcuts for common commands in Windows XP.

This article assumes you have a Microsoft keyboard. (One with a Microsoft flag logo on the 2nd key from the left on the bottom row.)

Where I use “+” this means “at the same time as”. So “ALT+Tab” is pressing the ALT key at the same time as pressing Tab, (nothing to do with the plus key.)

GENERAL SHORTCUTS FOR XP

F1: Get help.
F3: Find file or folder
CTRL+A: Select all.
Windows key: Open the Start menu.
Windows key+E: Open Windows Explorer.
Windows key+D: Minimise ALL active windows and show Desktop.
F5: Refresh the active window.

SHIFT when you insert a CD into the CD-ROM drive: Prevent the CD from automatically playing
ALT+TAB: Switch between applications.
ALT+F4: Close current application.
SHIFT+DELETE: Delete selected item permanently without placing the item in the Recycle Bin.
F2: Rename selected item.

SHIFT with any of the arrow keys: Select more than one item in a window or on the desktop, or select text within a document.

TEXT EDITING SHORTCUTS (Word etc)

CTRL+RIGHT or LEFT, ARROW: Move the cursor to the beginning of the next / previous word.
CTRL+DOWN or UP ARROW: Move the insertion point to the beginning of the next / previous paragraph.
CTRL+SHIFT+ ANY of the ARROW KEYS: Highlight a block of text.

CTRL+C: Copy.
CTRL+X: Cut.
CTRL+V: Paste.
CTRL+Z: Undo.
SHIFT+LEFT or RIGHT ARROW: Select one character left / right.
CTRL+SHIFT+RIGHT or LEFT ARROW: Select one word left / right.
SHIFT+HOME: Select to beginning of line.
CTRL+SHIFT+HOME: Select to beginning of document.
SHIFT+END: Select to end of line.
CTRL+SHIFT+END: Select to end of document.

This is not a comprehensive list, just a starting point. Most applications have their own shortcuts for common commands, these are just generic ones, most commonly used.

If you would like any further advice, please contact Andy on 07816 483448 or by e-mail andy@purbeckpcservices.co.uk