

Keyboard Shortcuts

General

Open Menu	<ALT> + Letter
Help	<F1>
Undo	<CTRL> + <Z>
Switch between programs	<ALT> + <TAB>
Close a Program	<CTRL> + <F4>
Display the Start Menu	<ALT> + <ESC>
Display a Shortcut Menu for the selected item	<Shift> + <F10>

Dialog Box Commands

Confirm and close a dialog box (OK)	<ENTER>
Cancel and Close a Dialog box (Cancel)	<ESC>
Move to the next field	<TAB>
Move to the previous field	<Shift> + <TAB>

Editing

Cut	<CTRL> + <X>
Copy	<CTRL> + <C>
Paste	<CTRL> + <V>
Delete	<Delete>
Highlight the whole Document	<CTRL> + <A>

Navigation

Up one screen	<Page Up>
Down one screen	<Page Down>
Beginning of a line	<Home>
End of a Line	<End>
View the properties for the selected item	<ALT> + <ENTER>
Open the shortcut menu for the active window	<ALT> + <SPACEBAR>
Switch between the open items	<ALT> + <TAB>