

WINDOWS XP KEYBOARD SHORTCUTS

Available in Millennium and Connexion

Navigation Tools	
Move insertion point to the beginning of the next word	CTRL+ →
Move insertion point to beginning of the previous word	CTRL+ ←
Move insertion point to beginning of a line or a field	HOME
Move insertion point to end of a line or a field	END
Move insertion point to beginning of a record or a document	CTRL + HOME
Move insertion point to end of a record or a document	CTRL + END
Move cursor up 1 page	PAGE UP
Move cursor down 1 page	PAGE DOWN
Switch between open items	ALT+TAB
Cycle through items in the order they were opened	ALT+ESC
Cycle through screen elements in a window or on desktop	F6
Open next menu to the right, or open a submenu	→
Open next menu to the left, or close a submenu	←
Activate menu bar in active program	F10
Opens shortcut menu for active window	ALT+SPACEBAR
Close active document in programs that allow you to have multiple documents open simultaneously	CTRL+F4
Close active item, or quit active program	ALT+F4
Display corresponding menu	ALT+Underlined letter in a menu name
Display Start menu	CTRL+ESC

Selection Tools	
Select a character	Single left mouse click
Select a word	Double left mouse click
Select a line or a field	Triple left mouse click
Select text within a document	SHIFT with any of the arrow keys
Select all	CTRL+A
Select non-sequential item items from a list	CTRL+left mouse click

Editing Tools	
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Delete	DELETE
Redo most recent undo action	CTRL+Z

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Miscellaneous Tools	
Carry out corresponding command	Underlined letter in a command name on an open menu
Cancel current task	ESC
Save a record or a document	CTRL+ S
Print current page or active pane (or open Print dialog box)	CTRL+ P
Additional options	Mouse Right click

Dialog Box Shortcuts	
Move forward through options	TAB
Move backward through options	SHIFT+TAB
Carry out the corresponding command or select the corresponding option	ALT+ Underlined letter
Carry out the command for the active option or button	ENTER
Select or clear the check box if the active option is a check box	SPACEBAR
Choose Yes button in message dialogs	Y or ALT+Y
Choose No button in message dialogs	N or ALT+N

Windows Logo Key Shortcuts	
Display or hide the Start menu	
Show the desktop	 +D
Minimize all windows	 +M
Restores minimized windows	 +Shift+M
Search for a file or folder	 +F
Display Windows Help	 +F1
Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain	 +L
Open the Run dialog box	 +R
Display the shortcut menu for the selected item	

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