

WINDOWS 95/98 SHORTCUT KEYS

As a technician, you will have many times when you need to navigate in the Windows 95 environment without the benefit of a working mouse or other pointing device. When this happens, you'll need to rely on the keyboard equivalents, or shortcuts, that are shown below.

GENERAL WINDOWS KEYS

F1	Shift (while inserting the CD-ROM)
ALT+F4	Quit a program
SHIFT+F10	View the shortcut menu for the selected item
CTRL+ESC	Display the Start menu
ALT+TAB	Switch to the window you last used, or switch to the next window by pressing ALT while repeatedly pressing TAB
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
DEL	Delete
CTRL+Z	Undo
SHIFT	Bypass AutoPlay when inserting a compact disc

KEYS FOR "MY COMPUTER" AND "WINDOWS EXPLORER"

CTRL+A	Select all
F5	Refresh a window
BACKSPACE	View the folder one level up
SHIFT (while clicking the Close button)	Close the selected folder and all its parent folders

KEYS FOR “OPEN” AND “SAVE AS” DIALOG BOXES

F4	Open the “Save In” or “Look In” list
F5	Refresh
BACKSPACE	Open folder one level up, if a folder is selected

KEYS FOR “PROPERTIES” DIALOG BOXES

TAB	Move forward through options
SHIFT+TAB	Move backward through options
CTRL+TAB	Move forward through tabs
CTRL+SHIFT+TAB	Move backward through tabs

FOR THE “DESKTOP,” “MY COMPUTER,” AND “WINDOWS EXPLORER”

F2	Rename an item
F3	Find a folder or file
SHIFT+DEL	Delete immediately without placing the item in the Recycle Bin
ALT+ENTER or ALT+double-click	View item properties
CTRL (while dragging the file)	Copy a file
CTRL+SHIFT (while dragging the file)	Create a shortcut

KEYS FOR “WINDOWS EXPLORER” ONLY

CTRL+G	Go to
F6	Switch between left and right panes
NUMLOCK+ASTERISK	Expand all subfolders under the selected folder
NUMLOCK+PLUS SIGN	Expand the selected folder
NUMLOCK+MINUS SIGN	Collapse the selected folder
RIGHT ARROW	Expand current selection if it's collapsed, otherwise select first subfolder
LEFT ARROW	Collapse current selection if it's expanded, otherwise select parent folder

“ACCESSIBILITY KEY” SHORTCUTS

SHIFT 5 times	Toggle StickyKeys on and off
RIGHT SHIFT for 8 seconds	Toggle FilterKeys on and off
NUMLOCK for 5 seconds	Toggle ToggleKeys on and off
LEFT ALT+LEFT SHIFT+NUMLOCK	Toggle MouseKeys on and off
LEFT ALT+ LEFT SHIFT+PRINT SCRN	Toggle High Contrast on and off

Note: To use Accessibility Options shortcut keys, the shortcut keys must be enabled. For more information, look up “Accessibility, shortcut keys” in the Help Index.

“WINDOWS NATURAL KEYBOARD” KEYS

WIN+R	Display Run dialog box
WIN+M	Minimize all
SHIFT+WIN+M	Undo Minimize all
WIN+F1	Start Help
WIN+E	Start Windows Explorer
WIN+F	Find files or folders
CTRL+WIN+F	Find computer
WIN+TAB	Cycle through Taskbar buttons
WIN+BREAK	System Properties dialog box