

Windows Application Keyboard Shortcuts

Application Menu Bar

ALT	sets focus to the menu bar
ALT-letter	to select a drop-down menu
ALT-space	to select the application window menu
ALT-tab	to move between application windows
Left/right arrows	to move back/forth on menu bar
Up/down arrows; Tab/shift tab	to move up/down menu items
ESCape	to reset to the previous focus
Enter	to act on the item in focus
ALT-F4	to close the application

Document Windows

Ctrl-W	to close the document
Ctrl-Tab	to move between documents
Ctrl-Home	to go to top of document
Ctrl-End	to go to bottom of document
Ctrl-F	to open Find dialog box
Ctrl-A	to select all "lines" in window
Ctrl-B	bold
Ctrl-I	italics
ALT-dddd	to "insert" a special character
Home	to go to beginning of line
End	to go to end of line
Ctrl-left/right arrows	to move by a word
Ctrl-Z	undo editing (useful for cuts & deletes)
Shift- <i>movementkey(s)</i>	to select text
Ctrl-C	copy selection to clipboard
Ctrl-X	cut (delete) selection to clipboard
Ctrl-V	paste (insert) text to cursor location
<i>Text</i>	replaces selection

Dialog boxes (most)

Tab/shift tab	to move around fields & controls
Left/right arrows, home, end	to move around fields
Space	to set/unset check boxes/radio buttons
ALT-up/down arrows	to display a drop-down list
Enter	OK button or other "raised" buttons
ESCape	Cancel button, or close box