

WINDOWS USER

Guide to the Windows Keyboard

x System-wide Keys

- Alt-Spacebar:** For DOS boxes, put DOS box in Window and open control window.
- Alt-Spacebar:** Open program's control window.
- Alt-Hyphen:** Open document's control window.
- Alt-Enter:** For DOS sessions only, toggle between full screen and windowed DOS box.
- Alt-Tab:** Switch to last application you used; or, cycle through applications by displaying a box with a title bar and the applications icon (in DOS sessions just displays a title bar). To get back to original application hold the Alt key down and press Escape. [Also known as the "COOL SWITCH"]
- Alt-Shft-Tab:** Switch to previous applications; again, holding down Alt key and pressing Escape cancels.
- Alt-Escape:** Switch to next application, whether it's minimized or not.
- Alt-F4:** Close program.
- Print-Screen:** Copy image of the screen to Clipboard; only works for non-Windows applications in text mode.
- Alt-Print Screen:** Copy an image of the active window into the Clipboard.
- Ctrl-F4:** Close document window.
- Ctrl-F6:** Switch to next active document window.
- Alt or F10:** Select or cancel section of first menu on menu bar.

x Dialog Box Keys

- Tab:** Cycle forward through options.
- Shift-Tab:** Cycle backwards through options.
- Alt-Down Arrow:** Open a list.
- Ctrl-Slash:** Select all items in a list.
- Ctrl-Backslash:** Deselect all items in a list except the current selection
- Spacebar:** Select an item in a list.
- Home:** Move to first item or character in a list or textbox.

End: Move to last item or character in a list or textbox.

x Editing Keys

- Ctrl-Ins, Ctrl-C:** Copy selected text to Clipboard.
- Shift-Del, Ctrl-X:** Delete selected text and place it in Clipboard.
- Shift-Ins, Ctrl-V:** Paste text from Clipboard into active window.
- Ctrl-Z or Alt-Backspace:** Undo the last editing action.
- Shift-End:** Select to end of line.
- Shift-Home:** Select to beginning of line.

x Program Manager Keys

- Shift-F4:** Tile groups
- Shift-F5:** Cascade groups

x File Manager Keys Directory tree keys

- Tab:** Move between directory tree, file list, and drive icons.
- Left Arrow or Backspace:** Select the directory listed above the current subdirectory.
- Right Arrow:** Select the first subdirectory below the current directory.
- Enter:** Toggle between displaying and hiding subdirectories.
- Shift-Enter:** Open a new window with contents of selected directory.
- Home or Backslash:** Select the root directory.

File List Box Keys

- Ctrl-Slash:** Select all items in list.
- Ctrl-Backslash:** Cancel all selections except current one.
- Shift-F8:** Select non-consecutive items, or cancel the selection. Press Shift-F8, and use the arrow keys to get to your files and the spacebar to select them.