

# Tips N' Techniques

## Keyboard Shortcuts for Windows

F1:	Help
CTRL+ESC:	Open <b>Start</b> menu
ALT+F4:	Quit program
SHIFT+DELETE	Delete item permanently
CTRL+C:	Copy
CTRL+X:	Cut
CTRL+V:	Paste
CTRL+Z:	Undo
CTRL+B	Bold
CTRL+U:	Underline
CTRL+I	Italic
F10	Activates menu bar options
SHIFT+F10	Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
CTRL+ESC or ESC	Selects the <b>Start</b> button (press TAB to select the taskbar, or press SHIFT+F10 for a context
ALT+DOWN ARROW	Opens a drop-down list box
ALT+TAB	Switch to another running program (hold down the ALT key and then press the TAB key to
ALT+SPACE	Displays the main window's <b>System</b> menu (from the <b>System</b> menu, you can restore, move, resize, minimize, maximize, or close the window)
ALT+- (ALT+hyphen):	Displays the Multiple Document Interface (MDI) child window's <b>System</b> menu (from the MDI child window's <b>System</b> menu, you can restore, move, resize, minimize, maximize, or close
CTRL+TAB	Switch to the next child window of a Multiple Document Interface (MDI) program
ALT+ <i>underlined letter in menu</i>	Opens the menu
ALT+F4	Closes the current window
CTRL+F4	Closes the current Multiple Document Interface (MDI) window
ALT+F6	Switch between multiple windows in the same program (for example, when the Notepad <b>Find</b> dialog box is displayed, ALT+F6 switches between the <b>Find</b> dialog box and the main Notepad window)

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