

Keyboard Shortcuts All Versions of Windows

Windows system key combinations

- F1: Help
- CTRL+ESC: Open Start menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

Windows program key combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

Mouse click/keyboard modifier combinations for shell objects

- SHIFT+right click: Displays a shortcut menu containing alternative commands
- SHIFT+double click: Runs the alternate default command (the second item on the menu)
- ALT+double click: Displays properties
- SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin

General keyboard-only commands

- F1: Starts Windows Help
- 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: Opens the Start menu (use the ARROW keys to select an item)
- CTRL+ESC or ESC: Selects the Start button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

- CTRL+SHIFT+ESC: Opens Windows Task Manager
- 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 view the task-switching window)
- SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
- ALT+SPACE: Displays the main window's **System** menu (from the System menu, you can restore, move, resize, minimize, maximize, or close the window)
- ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's System menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window)
- CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program
- ALT+*underlined letter in menu*: 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 Find dialog box is displayed, ALT+F6 switches between the Find dialog box and the main Notepad window)

Shell objects and general folder/Windows Explorer shortcuts

For a selected object:

- F2: Rename object
- F3: Find all files
- CTRL+X: Cut
- CTRL+C: Copy
- CTRL+V: Paste
- SHIFT+DELETE: Delete selection immediately, without moving the item to the Recycle Bin
- ALT+ENTER: Open the properties for the selected object

To copy a file

Press and hold down the CTRL key while you drag the file to another folder.

To create a shortcut

Press and hold down CTRL+SHIFT while you drag a file to the desktop or a folder.

General folder/shortcut control

- F4: Selects the **Go To A Different Folder** box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refreshes the current window.
- F6: Moves among panes in Windows Explorer
- CTRL+G: Opens the Go To Folder tool (in Windows 95 Windows Explorer only)
- CTRL+Z: Undo the last command
- CTRL+A: Select all the items in the current window
- BACKSPACE: Switch to the parent folder
- SHIFT+click+Close button: For folders, close the current folder plus all parent folders

Windows Explorer tree control

- Numeric Keypad *: Expands everything under the current selection
- Numeric Keypad +: Expands the current selection
- Numeric Keypad -: Collapses the current selection.
- RIGHT ARROW: Expands the current selection if it is not expanded, otherwise goes to the first child
- LEFT ARROW: Collapses the current selection if it is expanded, otherwise goes to the parent

Properties control

- CTRL+TAB/CTRL+SHIFT+TAB: Move through the property tabs

Accessibility shortcuts

- Press SHIFT five times: Toggles StickyKeys on and off
- Press down and hold the right SHIFT key for eight seconds: Toggles FilterKeys on and off
- Press down and hold the NUM LOCK key for five seconds: Toggles ToggleKeys on and off
- Left ALT+left SHIFT+NUM LOCK: Toggles MouseKeys on and off
- Left ALT+left SHIFT+PRINT SCREEN: Toggles high contrast on and off

Microsoft Natural Keyboard keys

- Windows Logo: Start menu
- Windows Logo+R: Run dialog box
- Windows Logo+M: Minimize all

- SHIFT+Windows Logo+M: Undo minimize all
- Windows Logo+F1: Help
- Windows Logo+E: Windows Explorer
- Windows Logo+F: Find files or folders
- Windows Logo+D: Minimizes all open windows and displays the desktop
- CTRL+Windows Logo+F: Find computer
- CTRL+Windows Logo+TAB: Moves focus from Start, to the Quick Launch toolbar, to the system tray (use RIGHT ARROW or LEFT ARROW to move focus to items on the Quick Launch toolbar and the system tray)
- Windows Logo+TAB: Cycle through taskbar buttons
- Windows Logo+Break: System Properties dialog box
- Application key: Displays a shortcut menu for the selected item

Microsoft Natural Keyboard with IntelliType software installed

- Windows Logo+L: Log off Windows
- Windows Logo+P: Starts Print Manager
- Windows Logo+C: Opens Control Panel
- Windows Logo+V: Starts Clipboard
- Windows Logo+K: Opens Keyboard Properties dialog box
- Windows Logo+I: Opens Mouse Properties dialog box
- Windows Logo+A: Starts Accessibility Options (if installed)
- Windows Logo+SPACEBAR: Displays the list of Microsoft IntelliType shortcut keys
- Windows Logo+S: Toggles CAPS LOCK on and off

Dialog box keyboard commands

- TAB: Move to the next control in the dialog box
- SHIFT+TAB: Move to the previous control in the dialog box
- SPACEBAR: If the current control is a button, this clicks the button. If the current control is a check box, this toggles the check box. If the current control is an option, this selects the option.
- ENTER: Equivalent to clicking the selected button (the button with the outline)
- ESC: Equivalent to clicking the Cancel button
- ALT+ *underlined letter in dialog box item*: Move to the corresponding item

Windows 7 Specific Keyboard Shortcuts

| Press this key | To do this |
|---|---|
| Windows logo key +Home | Clear all but the active window |
| Windows logo key +Space | All windows become transparent so you can see through to the desktop |
| Windows logo key +Up arrow | Maximize the active window |
| Windows logo key +Down arrow: | Minimize the active window or restore the window if it's maximized |
| Windows logo key +Left/Right arrows | Dock the active window to each side of the monitor |
| Windows logo key +Shift+Left/Right arrows | If you've got dual monitors, this will move the active window to the adjacent monitor |
| Windows logo key +T | Shift focus to and scroll through items on the taskbar |
| Windows logo key +P | Adjust presentation settings for your display |
| Windows logo key +(+/-) | Zoom in/out |
| Windows logo key +Click a taskbar item | Open a new instance of that particular application |

Ease of Access keyboard shortcuts

The following table contains keyboard shortcuts that can help make your computer easier to use.

| Press this key | To do this |
|--|--------------------------------|
| Right Shift for eight seconds | Turn Filter Keys on and off |
| Left Alt+Left Shift+PrtScn (or PrtScn) | Turn High Contrast on or off |
| Left Alt+Left Shift+Num Lock | Turn Mouse Keys on or off |
| Shift five times | Turn Sticky Keys on or off |
| Num Lock for five seconds | Turn Toggle Keys on or off |
| Windows logo key +U | Open the Ease of Access Center |

General keyboard shortcuts

The following table contains general keyboard shortcuts.

| Press this key | To do this |
|-------------------------|------------------------|
| F1 | Display Help |
| Ctrl+C (or Ctrl+Insert) | Copy the selected item |

| | |
|----------------------------------|---|
| Ctrl+X | Cut the selected item |
| Ctrl+V (or Shift+Insert) | Paste the selected item |
| Ctrl+Z | Undo an action |
| Ctrl+Y | Redo an action |
| Delete (or Ctrl+D) | Delete the selected item and move it to the Recycle Bin |
| Shift+Delete | Delete the selected item without moving it to the Recycle Bin first |
| F2 | Rename the selected item |
| Ctrl+Right Arrow | Move the cursor to the beginning of the next word |
| Ctrl+Left Arrow | Move the cursor to the beginning of the previous word |
| Ctrl+Down Arrow | Move the cursor to the beginning of the next paragraph |
| Ctrl+Up Arrow | Move the cursor to the beginning of the previous paragraph |
| Ctrl+Shift with an arrow key | Select a block of text |
| Shift with any arrow key | Select more than one item in a window or on the desktop, or select text within a document |
| Ctrl with any arrow key+Spacebar | Select multiple individual items in a window or on the desktop |
| Ctrl+A | Select all items in a document or window |
| F3 | Search for a file or folder |
| Alt+Enter | Display properties for the selected item |
| Alt+F4 | Close the active item, or exit the active program |
| Alt+Spacebar | Open the shortcut menu for the active window |
| Ctrl+F4 | Close the active document (in programs that allow you to have multiple documents open simultaneously) |
| Alt+Tab | Switch between open items |
| Ctrl+Alt+Tab | Use the arrow keys to switch between open items |
| Ctrl+Mouse scroll wheel | Change the size of icons on the desktop |
| Windows logo key +Tab | Cycle through programs on the taskbar by |

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|----------------------------|--|
| | using Aero Flip 3-D |
| Ctrl+Windows logo key +Tab | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D |
| Alt+Esc | Cycle through items in the order in which they were opened |
| F6 | Cycle through screen elements in a window or on the desktop |
| F4 | Display the address bar list in Windows Explorer |
| Shift+F10 | Display the shortcut menu for the selected item |
| Ctrl+Esc | Open the Start menu |
| Alt+underlined letter | Display the corresponding menu |
| Alt+underlined letter | Perform the menu command (or other underlined command) |
| F10 | Activate the menu bar in the active program |
| Right Arrow | Open the next menu to the right, or open a submenu |
| Left Arrow | Open the next menu to the left, or close a submenu |
| F5 (or Ctrl+R) | Refresh the active window |
| Alt+Up Arrow | View the folder one level up in Windows Explorer |
| Esc | Cancel the current task |
| Ctrl+Shift+Esc | Open Task Manager |
| Shift when you insert a CD | Prevent the CD from automatically playing |
| Left Alt+Shift | Switch the input language when multiple input languages are enabled |
| Ctrl+Shift | Switch the keyboard layout when multiple keyboard layouts are enabled |
| Right or Left Ctrl+Shift | Change the reading direction of text in right-to-left reading languages |

Dialog box keyboard shortcuts

The following table contains keyboard shortcuts for use in dialog boxes.

| Press this key | To do this |
|----------------|------------|
|----------------|------------|

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|-----------------------|--|
| Ctrl+Tab | Move forward through tabs |
| Ctrl+Shift+Tab | Move back through tabs |
| Tab | Move forward through options |
| Shift+Tab | Move back through options |
| Alt+underlined letter | Perform the command (or select the option) that goes with that letter |
| Enter | Replaces clicking the mouse for many selected commands |
| Spacebar | Select or clear the check box if the active option is a check box |
| Arrow keys | Select a button if the active option is a group of option buttons |
| F1 | Display Help |
| F4 | Display the items in the active list |
| Backspace | Open a folder one level up if a folder is selected in the Save As or Open dialog box |

Windows logo key keyboard shortcuts

The following table contains keyboard shortcuts that use the Windows logo key .

| Press this key | To do this |
|--------------------------------|---|
| Windows logo key | Open or close the Start menu. |
| Windows logo key +Pause | Display the System Properties dialog box. |
| Windows logo key +D | Display the desktop. |
| Windows logo key +M | Minimize all windows. |
| Windows logo key +Shift+M | Restore minimized windows to the desktop. |
| Windows logo key +E | Open Computer. |
| Windows logo key +F | Search for a file or folder. |
| Ctrl+Windows logo key +F | Search for computers (if you're on a network). |
| Windows logo key +L | Lock your computer or switch users. |
| Windows logo key +R | Open the Run dialog box. |
| Windows logo key +T | Cycle through programs on the taskbar. |
| Windows logo key +number | Start the program pinned to the taskbar in the position indicated by the number. If the program is already running, switch to that program. |
| Shift+Windows logo key +number | Start a new instance of the program pinned to the taskbar in the position indicated by the number. |
| Ctrl+Windows logo key +number | Switch to the last active window of the program |

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|---|---|
| | pinned to the taskbar in the position indicated by the number. |
| Alt+Windows logo key +number | Open the Jump List for the program pinned to the taskbar in the position indicated by the number. |
| Windows logo key +Tab | Cycle through programs on the taskbar by using Aero Flip 3-D. |
| Ctrl+Windows logo key +Tab | Use the arrow keys to cycle through programs on the taskbar by using Aero Flip 3-D. |
| Ctrl+Windows logo key +B | Switch to the program that displayed a message in the notification area. |
| Windows logo key +Spacebar | Preview the desktop. |
| Windows logo key +Up Arrow | Maximize the window. |
| Windows logo key +Left Arrow | Maximize the window to the left side of the screen. |
| Windows logo key +Right Arrow | Maximize the window to the right side of the screen. |
| Windows logo key +Down Arrow | Minimize the window. |
| Windows logo key +Home | Minimize all but the active window. |
| Windows logo key +Shift+Up Arrow | Stretch the window to the top and bottom of the screen. |
| Windows logo key +Shift+Left Arrow or Right Arrow | Move a window from one monitor to another. |
| Windows logo key +P | Choose a presentation display mode. |
| Windows logo key +G | Cycle through gadgets. |
| Windows logo key +U | Open Ease of Access Center. |
| Windows logo key +X | Open Windows Mobility Center. |

Windows Explorer keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Explorer windows or folders.

| Press this key | To do this |
|----------------|---|
| Ctrl+N | Open a new window |
| Ctrl+W | Close the current window |
| Ctrl+Shift+N | Create a new folder |
| End | Display the bottom of the active window |

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|---|--|
| Home | Display the top of the active window |
| F11 | Maximize or minimize the active window |
| Ctrl+Period (.) | Rotate a picture clockwise |
| Ctrl+Comma (,) | Rotate a picture counter-clockwise |
| Num Lock+Asterisk (*) on numeric keypad | Display all subfolders under the selected folder |
| Num Lock+Plus Sign (+) on numeric keypad | Display the contents of the selected folder |
| Num Lock+Minus Sign (-) on numeric keypad | Collapse the selected folder |
| Left Arrow | Collapse the current selection (if it's expanded), or select the parent folder |
| Alt+Enter | Open the Properties dialog box for the selected item |
| Alt+P | Display the preview pane |
| Alt+Left Arrow | View the previous folder |
| Backspace | View the previous folder |
| Right Arrow | Display the current selection (if it's collapsed), or select the first subfolder |
| Alt+Right Arrow | View the next folder |
| Alt+Up Arrow | View the parent folder |
| Ctrl+Shift+E | Display all folders above the selected folder |
| Ctrl+Mouse scroll wheel | Change the size and appearance of file and folder icons |
| Alt+D | Select the address bar |
| Ctrl+E | Select the search box |
| Ctrl+F | Select the search box |

Taskbar keyboard shortcuts

The following table contains keyboard shortcuts for working with items on the taskbar.

| Press this key | To do this |
|---------------------------------------|--|
| Shift+Click on a taskbar button | Open a program or quickly open another instance of a program |
| Ctrl+Shift+Click on a taskbar button | Open a program as an administrator |
| Shift+Right-click on a taskbar button | Show the window menu for the program |

Shift+Right-click on a grouped taskbar button

Show the window menu for the group

Ctrl+Click on a grouped taskbar button

Cycle through the windows of the group

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

| Press this key | To do this |
|--|---|
| Windows logo key + Plus Sign or Minus Sign | Zoom in or out |
| Ctrl+Alt+Spacebar | Preview the desktop in full-screen mode |
| Ctrl+Alt+F | Switch to full-screen mode |
| Ctrl+Alt+L | Switch to lens mode |
| Ctrl+Alt+D | Switch to docked mode |
| Ctrl+Alt+I | Invert colors |
| Ctrl+Alt+arrow keys | Pan in the direction of the arrow keys |
| Ctrl+Alt+R | Resize the lens |
| Windows logo key + Esc | Exit Magnifier |

Remote Desktop Connection keyboard shortcuts

The following table contains keyboard shortcuts for working with Remote Desktop Connection.

| Press this key | To do this |
|---|--|
| Alt+Page Up | Move between programs from left to right. |
| Alt+Page Down | Move between programs from right to left. |
| Alt+Insert | Cycle through programs in the order that they were started in. |
| Alt+Home | Display the Start menu. |
| Ctrl+Alt+Break | Switch between a window and full screen. |
| Ctrl+Alt+End | Display the Windows Security dialog box. |
| Alt+Delete | Display the system menu. |
| Ctrl+Alt+Minus Sign (-) on the numeric keypad | Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+PrtScn on a local computer). |
| Ctrl+Alt+Plus Sign (+) on the numeric keypad | Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing PrtScn on a local computer). |
| Ctrl+Alt+Right Arrow | "Tab" out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program. |
| Ctrl+Alt+Left Arrow | "Tab" out of the Remote Desktop controls to a control in the host program (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) program. |

Note

Ctrl+Alt+Break and Ctrl+Alt+End are available in all Remote Desktop sessions, even when you've set up the remote computer to recognize Windows keyboard shortcuts.

Paint keyboard shortcuts

The following table contains keyboard shortcuts for working with Paint.

| Press this key | To do this |
|----------------|--------------------------|
| Ctrl+N | Create a new picture |
| Ctrl+O | Open an existing picture |

| | |
|----------------|--|
| Ctrl+S | Save changes to a picture |
| F12 | Save the picture as a new file |
| Ctrl+P | Print a picture |
| Alt+F4 | Close a picture and its Paint window |
| Ctrl+Z | Undo a change |
| Ctrl+Y | Redo a change |
| Ctrl+A | Select the entire picture |
| Ctrl+X | Cut a selection |
| Ctrl+C | Copy a selection to the Clipboard |
| Ctrl+V | Paste a selection from the Clipboard |
| Right Arrow | Move the selection or active shape right by one pixel |
| Left Arrow | Move the selection or active shape left by one pixel |
| Down Arrow | Move the selection or active shape down by one pixel |
| Up Arrow | Move the selection or active shape up by one pixel |
| Esc | Cancel a selection |
| Delete | Delete a selection |
| Ctrl+B | Bold selected text |
| Ctrl++ | Increase the width of a brush, line, or shape outline by one pixel |
| Ctrl+- | Decrease the width of a brush, line, or shape outline by one pixel |
| Ctrl+I | Italicize selected text |
| Ctrl+U | Underline selected text |
| Ctrl+E | Open the Properties dialog box |
| Ctrl+W | Open the Resize and Skew dialog box |
| Ctrl+Page Up | Zoom in |
| Ctrl+Page Down | Zoom out |
| F11 | View a picture in full-screen mode |
| Ctrl+R | Show or hide the ruler |
| Ctrl+G | Show or hide gridlines |
| F10 or Alt | Display keytips |
| Shift+F10 | Show the current shortcut menu |

F1 Open Paint Help

WordPad keyboard shortcuts

The following table contains keyboard shortcuts for working with WordPad.

| Press this key | To do this |
|-----------------------|--------------------------------------|
| Ctrl+N | Create a new document |
| Ctrl+O | Open an existing document |
| Ctrl+S | Save changes to a document |
| F12 | Save the document as a new file |
| Ctrl+P | Print a document |
| Alt+F4 | Close WordPad |
| Ctrl+Z | Undo a change |
| Ctrl+Y | Redo a change |
| Ctrl+A | Select the entire document |
| Ctrl+X | Cut a selection |
| Ctrl+C | Copy a selection to the Clipboard |
| Ctrl+V | Paste a selection from the Clipboard |
| Ctrl+B | Make selected text bold |
| Ctrl+I | Italicize selected text |
| Ctrl+U | Underline selected text |
| Ctrl+= | Make selected text subscript |
| Ctrl+Shift+= | Make selected text superscript |
| Ctrl+L | Align text left |
| Ctrl+E | Align text center |
| Ctrl+R | Align text right |
| Ctrl+J | Justify text |
| Ctrl+1 | Set single line spacing |
| Ctrl+2 | Set double line spacing |
| Ctrl+5 | Set line spacing to 1.5 |
| Ctrl+Shift+> | Increase the font size |
| Ctrl+Shift+< | Decrease the font size |
| Ctrl+Shift+A | Change characters to all capitals |

| | |
|------------------|---|
| Ctrl+Shift+L | Change the bullet style |
| Ctrl+D | Insert a Microsoft Paint drawing |
| Ctrl+F | Find text in a document |
| F3 | Find the next instance of the text in the Find dialog box |
| Ctrl+H | Replace text in a document |
| Ctrl+Left Arrow | Move the cursor one word to the left |
| Ctrl+Right Arrow | Move the cursor one word to the right |
| Ctrl+Up Arrow | Move the cursor to the line above |
| Ctrl+Down Arrow | Move the cursor to the line below |
| Ctrl+Home | Move to the beginning of the document |
| Ctrl+End | Move to the end of the document |
| Ctrl+Page Up | Move up one page |
| Ctrl+Page Down | Move down one page |
| Ctrl+Delete | Delete the next word |
| F10 | Display keytips |
| Shift+F10 | Show the current shortcut menu |
| F1 | Open WordPad Help |

Calculator keyboard shortcuts

The following table contains keyboard shortcuts for working with Calculator.

| Press this key | To do this |
|----------------|---|
| Alt+1 | Switch to Standard mode |
| Alt+2 | Switch to Scientific mode |
| Alt+3 | Switch to Programmer mode |
| Alt+4 | Switch to Statistics mode |
| Ctrl+E | Open date calculations |
| Ctrl+H | Turn calculation history on or off |
| Ctrl+U | Open unit conversion |
| Alt+C | Calculate or solve date calculations and worksheets |
| F1 | Open Calculator Help |
| Ctrl+Q | Press the M- button |
| Ctrl+P | Press the M+ button |

| | |
|----------------|---|
| Ctrl+M | Press the MS button |
| Ctrl+R | Press the MR button |
| Ctrl+L | Press the MC button |
| % | Press the % button |
| F9 | Press the +/- button |
| / | Press the / button |
| * | Press the * button |
| + | Press the + button |
| - | Press the - button |
| R | Press the 1/× button |
| @ | Press the square root button |
| 0-9 | Press the number buttons (0-9) |
| = | Press the = button |
| . | Press the . (decimal point) button |
| Backspace | Press the backspace button |
| Esc | Press the C button |
| Del | Press the CE button |
| Ctrl+Shift+D | Clear the calculation history |
| F2 | Edit the calculation history |
| Up Arrow key | Navigate up in the calculation history |
| Down Arrow key | Navigate down in the calculation history |
| Esc | Cancel editing the calculation history |
| Enter | Recalculate the calculation history after editing |
| F3 | Select Degrees in Scientific mode |
| F4 | Select Radians in Scientific mode |
| F5 | Select Grads in Scientific mode |
| I | Press the Inv button in Scientific mode |
| D | Press the Mod button in Scientific mode |
| Ctrl+S | Press the sinh button in Scientific mode |
| Ctrl+O | Press the cosh button in Scientific mode |
| Ctrl+T | Press the tanh button in Scientific mode |

| | |
|--------|---|
| (| Press the (button in Scientific mode |
|) | Press the) button in Scientific mode |
| N | Press the In button in Scientific mode |
| ; | Press the Int button in Scientific mode |
| S | Press the sin button in Scientific mode |
| O | Press the cos button in Scientific mode |
| T | Press the tan button in Scientific mode |
| M | Press the dms button in Scientific mode |
| P | Press the pi button in Scientific mode |
| V | Press the F-E button in Scientific mode |
| X | Press the Exp button in Scientific mode |
| Q | Press the x^2 button in Scientific mode |
| Y | Press the x^y button in Scientific mode |
| # | Press the x^3 button in Scientific mode |
| L | Press the log button in Scientific mode |
| ! | Press the n! button in Scientific mode |
| Ctrl+Y | Press the $y\sqrt{x}$ button in Scientific mode |
| Ctrl+B | Press the $3\sqrt{x}$ button in Scientific mode |
| Ctrl+G | Press the 10x button in Scientific mode |
| F5 | Select Hex in Programmer mode |
| F6 | Select Dec in Programmer mode |
| F7 | Select Oct in Programmer mode |
| F8 | Select Bin in Programmer mode |
| F12 | Select Qword in Programmer mode |
| F2 | Select Dword in Programmer mode |
| F3 | Select Word in Programmer mode |
| F4 | Select Byte in Programmer mode |
| K | Press the RoR button in Programmer mode |
| J | Press the RoL button in Programmer mode |
| < | Press the Lsh button in Programmer mode |
| > | Press the Rsh button in Programmer mode |

| | |
|----------|--|
| % | Press the Mod button in Programmer mode |
| (| Press the (button in Programmer mode |
|) | Press the) button in Programmer mode |
| | Press the Or button in Programmer mode |
| ^ | Press the Xor button in Programmer mode |
| ~ | Press the Not button in Programmer mode |
| & | Press the And button in Programmer mode |
| A-F | Press the A-F buttons in Programmer mode |
| Spacebar | Toggles the bit value in Programmer mode |
| A | Press the Average button in Statistics mode |
| Ctrl+A | Press the Average Sq button in Statistics mode |
| S | Press the Sum button in Statistics mode |
| Ctrl+S | Press the Sum Sq button in Statistics mode |
| T | Press the S.D. button in Statistics mode |
| Ctrl+T | Press the Inv S.D. button in Statistics mode |
| D | Press the CAD button in Statistics mode |

Windows Journal keyboard shortcuts

The following table contains keyboard shortcuts for working with Windows Journal.

| Press this key | To do this |
|----------------|--------------------------------------|
| Ctrl+N | Start a new note |
| Ctrl+O | Open a recently used note |
| Ctrl+S | Save changes to a note |
| Ctrl+Shift+V | Move a note to a specific folder |
| Ctrl+P | Print a note |
| Alt+F4 | Close a note and its Journal window |
| Ctrl+Z | Undo a change |
| Ctrl+Y | Redo a change |
| Ctrl+A | Select all items on a page |
| Ctrl+X | Cut a selection |
| Ctrl+C | Copy a selection to the Clipboard |
| Ctrl+V | Paste a selection from the Clipboard |

| | |
|--------------|--|
| Esc | Cancel a selection |
| Delete | Delete a selection |
| Ctrl+F | Start a basic find |
| Ctrl+G | Go to a page |
| F5 | Refresh find results |
| F5 | Refresh the note list |
| F6 | Toggle between a note list and a note |
| Ctrl+Shift+C | Display a shortcut menu for column headings in a note list |
| F11 | View a note in full-screen mode |
| F1 | Open Journal Help |

Windows Help viewer keyboard shortcuts

The following table contains keyboard shortcuts for working with the Help viewer.

| Press this key | To do this |
|-----------------------|--|
| Alt+C | Display the Table of Contents |
| Alt+N | Display the Connection Settings menu |
| F10 | Display the Options menu |
| Alt+Left Arrow | Move back to the previously viewed topic |
| Alt+Right Arrow | Move forward to the next (previously viewed) topic |
| Alt+A | Display the customer support page |
| Alt+Home | Display the Help and Support home page |
| Home | Move to the beginning of a topic |
| End | Move to the end of a topic |
| Ctrl+F | Search the current topic |
| Ctrl+P | Print a topic |
| F3 | Move the cursor to the search box |