

WinKey + D = Minimizes all windows and shows the desktop
WinKey + L = Locks the computer (Windows XP only)
WinKey + Tab = Cycles through the programs shown on the taskbar
WinKey + F = Brings up the Windows Search box
WinKey+E = Opens up Windows Explorer
WinKey + R = Opens the Run dialog box
WinKey + Pause = Opens System Properties

SHIFT+F10 = Same as right-clicking an object

CTRL+ESC = Opens the Start menu

SHIFT = Press and hold down the SHIFT key while you insert a CD-ROM to bypass the auto-run feature

ALT+underline ltr = Opens the drop down menu [then pressing underlined letter performs command]

ALT+F4 = Closes the current program

CTRL+F4 = Closes the current window in a program

ALT+F6 = Switches between multiple windows in the same program

CTRL+Tab = Switches between multiple tabbed windows in the same program

SHIFT+DELETE = Deletes selection immediately, without it hitting the Recycle Bin

Ctrl + A = Selects all the contents of a page

Ctrl + C = Copy selected text

Ctrl + X = Cut selected text

Ctrl + P = Paste the selected text

Ctrl + F = Opens the find box

Ctrl + B = Bolds the highlighted selection

Ctrl + I = Italicize the highlighted selection

Ctrl + K = Insert a link to a Web site

Ctrl + U = Underline the highlighted selection

Ctrl + Y = Repeat the last action performed

Ctrl + Z = Undo last action (I love this one!)

Ctrl + End = Moves the cursor to the end of the document

Ctrl + Home = Moves the cursor to the beginning of the document

Double-click = Selects a word

Triple-click = Selects a paragraph