



# Adaptive Computing Lab

## Windows XP Keyboard Shortcuts quick study list

To	Press
"Close the active item, or quit the active program.	<b>ALT+F4</b>
Carry out the corresponding command or select the corresponding option in a dialog box.	<b>ALT+Underlined letter</b>
Display the corresponding menu.	<b>ALT+Underlined letter in a menu name</b>
Copy selected item.	<b>CTRL while dragging an item</b>
Select all.	<b>CTRL+A</b>
Copy.	<b>CTRL+C</b>
Paste.	<b>CTRL+V</b>
Cut.	<b>CTRL+X</b>
Undo.	<b>CTRL+Z</b>
Delete.	<b>DELETE</b>
Display the bottom of the active window.	<b>END</b>

Display the top of the active window.	<b>HOME</b>
Carry out the command for the active option or button in a dialog box.	<b>ENTER</b>
Cancel the current task.	<b>ESC</b>
Switch StickyKeys on and off.	<b>SHIFT five times</b>
Select or clear the check box if the active option is a check box in a dialog box.	<b>SPACEBAR</b>
Move forward through options in a dialog box.	<b>TAB</b>