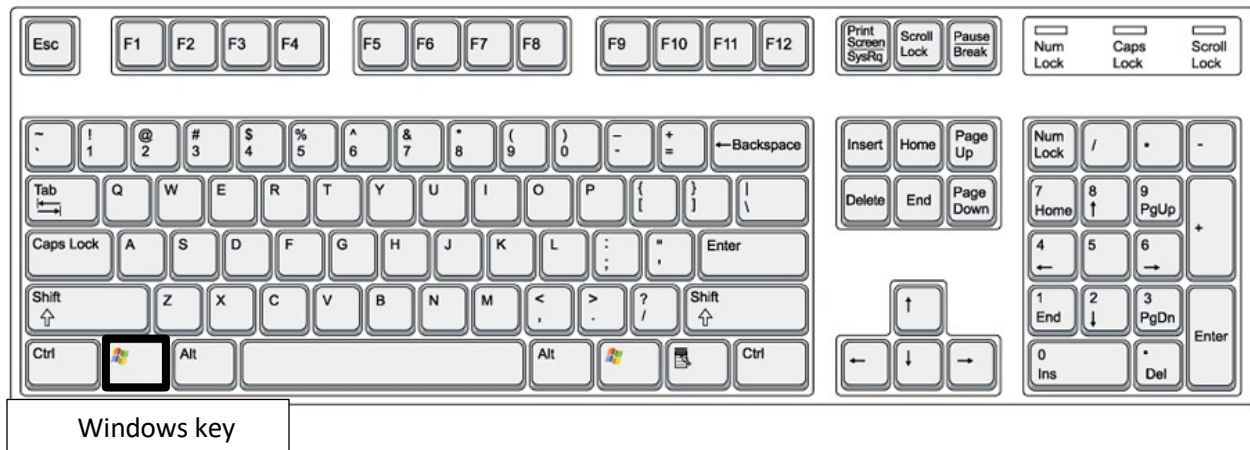


Looking for the **right click keyboard command**? It's not often you're left without a mouse, a trackball, or a touch pad, but there are those rare occasions when nothing works! Oddly, my touch pad died the other day, I didn't have a mouse, and my computer didn't have a secondary mouse tracking option!

It was quite interesting to sit for hours trying to figure out what combo of keys does what! Anyway, I now have learned several useful keyboard shortcuts so that I can use my computer without the need for a mouse device!



So how can you control the computer without your mouse? Well firstly, the easiest thing to do is use the **ALT** key and the **ALT + TAB** key combo. **ALT + TAB** lets you switch between programs and just pressing the **ALT** key on your keyboard focuses onto the menu options, such as File, Edit, etc.

You can then use the arrow keys to navigate the menus for a program and press Enter to “**left click**” on an item.

But what if you need to right-click in a Word document or right-click on a file to see it's properties? The **right-click keyboard shortcut** is to hold down **SHIFT** and then press **F10**. That's one of my favorite keyboard shortcuts because it comes in **VERY** handy and sometimes it's actually easier to use the keyboard than the mouse.

There are some other handy Windows keyboard shortcuts that you should know in case you are stuck in a bad situation:

**CTRL+ESC:** Opens the **Start** menu (then use **ARROW** keys to select an item)

**ALT+DOWN ARROW:** Opens a drop-down list box

**ALT+F4:** Closes the current program window

**ALT+ENTER:** Open the properties for the selected

object

## Copy, paste, and other general keyboard shortcuts

| Press this key                                   | To do this   |
|--|--|
| Ctrl + X   | Cut the selected item  |
| Ctrl + C (or Ctrl + Insert)                      | Copy the selected item   |
| Ctrl + V (or Shift + Insert)                     | Paste the selected item  |
| Ctrl + Z   | Undo an action   |
| Alt + Tab  | Switch between open apps   |
| Alt + F4   | Close the active item, or exit the active app  |
| Windows logo key + L                             | Lock your PC   |
| Windows logo key + D                             | Display and hide the desktop   |
| F2   | Rename the selected item   |
| F3   | Search for a file or folder in File Explorer   |
| F4   | Display the address bar list in File Explorer  |
| F5   | Refresh the active window  |
| F6   | Cycle through screen elements in a window or on the desktop  |
| F10  | Activate the Menu bar in the active app  |
| Alt + F8   | Show your password on the sign-in screen   |
| Alt + Esc  | Cycle through items in the order in which they were opened   |
| Alt + underlined letter                          | Perform the command for that letter  |
| Alt + Enter                                      | Display properties for the selected item   |
| Alt + Spacebar                                   | Open the shortcut menu for the active window   |
| Alt + Left arrow                                 | Go back  |
| Alt + Right arrow                                | Go forward   |
| Alt + Page Up                                    | Move up one screen   |
| Alt + Page Down                                  | Move down one screen   |
| Ctrl + F4  | Close the active document (in apps that are full-screen and let you have multiple documents open at the same time) |
| Ctrl + A   | Select all items in a document or window   |
| Ctrl + D (or Delete)                             | Delete the selected item and move it to the Recycle Bin  |
| Ctrl + R (or F5)                                 | Refresh the active window  |
| Ctrl + Y   | Redo an action   |
| 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 + Alt + Tab                                 | Use the arrow keys to switch between all open apps   |
| Ctrl + Alt + Shift + arrow keys                  | When a group or tile is in focus on the Start menu, move it in the direction specified                             |
| Ctrl + arrow key (to move to an item) + Spacebar | Select multiple individual items in a window or on the desktop   |
| Ctrl + Shift with an arrow key                   | Select a block of text   |

|                          |   |
|--------------------------|---|
| Ctrl + Esc               | Open Start  |
| Ctrl + Shift + Esc       | Open Task Manager   |
| Ctrl + Shift             | Switch the keyboard layout when multiple keyboard layouts are available               |
| Ctrl + Spacebar          | Turn the Chinese input method editor (IME) on or off                                  |
| Shift + F10              | Display the shortcut menu for the selected item                                       |
| Shift with any arrow key | Select more than one item in a window or on the desktop, or select text in a document |
| Shift + Delete           | Delete the selected item without moving it to the Recycle Bin first                   |
| 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                                    |
| Esc                      | Stop or leave the current task  |

## Windows logo key keyboard shortcuts

| Press this key               | To do this  |
|------------------------------|---|
| Windows logo key             | Open or close Start   |
| Windows logo key + A         | Open Action center  |
| Windows logo key + B         | Set focus in the notification area  |
|                              | Open Cortana in listening mode  |
| Windows logo key + Shift + C | <b>Note:</b> Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use <a href="#">search</a> . |
| Windows logo key + D         | Display and hide the desktop  |
| Windows logo key + Alt + D   | Display and hide the date and time on the desktop   |
| Windows logo key + E         | Open File Explorer  |
| Windows logo key + F         | Open Feedback Hub   |
| Windows logo key + G         | Open Game bar when a game is open   |
| Windows logo key + H         | Open the Share charm  |
| Windows logo key + I         | Open Settings   |
|                              | Set focus to a Windows tip when one is available.   |
| Windows logo key + J         | When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.   |
| Windows logo key + K         | Open the Connect quick action   |
| Windows logo key + L         | Lock your PC or switch accounts   |
| Windows logo key + M         | Minimize all windows  |
| Windows logo key + O         | Lock device orientation   |
| Windows logo key + P         | Choose a presentation display mode  |
| Windows logo key + R         | Open the Run dialog box   |

|  |  |
|--|--|
| Windows logo key + S                                 | Open search  |
| Windows logo key + T                                 | Cycle through apps on the taskbar  |
| Windows logo key + U                                 | Open Ease of Access Center   |
| Windows logo key + V                                 | Cycle through notifications  |
| Windows logo key + Shift + V                         | Cycle through notifications in reverse order   |
| Windows logo key + X                                 | Open the Quick Link menu   |
| Windows logo key + Z                                 | Show the commands available in an app in full-screen mode  |
| Windows logo key + comma (,)                         | Temporarily peek at the desktop  |
| Windows logo key + Pause                             | Display the System Properties dialog box   |
| Windows logo key + Ctrl + F                          | Search for PCs (if you're on a network)  |
| Windows logo key + Shift + M                         | Restore minimized windows on the desktop   |
| Windows logo key + number                            | Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app. |
| Windows logo key + Shift + number                    | Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number                                   |
| Windows logo key + Ctrl + number                     | Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number                       |
| Windows logo key + Alt + number                      | Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number                                    |
| Windows logo key + Ctrl + Shift + number             | Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator                                 |
| Windows logo key + Tab                               | Open Task view   |
| Windows logo key + Up arrow                          | Maximize the window  |
| Windows logo key + Down arrow                        | Remove current app from screen or minimize the desktop window  |
| Windows logo key + Left arrow                        | Maximize the app or desktop window to the left side of the screen  |
| Windows logo key + Right arrow                       | Maximize the app or desktop window to the right side of the screen   |
| Windows logo key + Home                              | Minimize all except the active desktop window (restores all windows on second stroke)  |
| Windows logo key + Shift + Up arrow                  | Stretch the desktop window to the top and bottom of the screen   |
| Windows logo key + Shift + Down arrow                | Restore/minimize active desktop windows vertically, maintaining width  |
| Windows logo key + Shift + Left arrow or Right arrow | Move an app or window in the desktop from one monitor to another   |

|  |   |
|--|---|
| Windows logo key + Spacebar              | Switch input language and keyboard layout |
| Windows logo key + Ctrl + Spacebar       | Change to a previously selected input     |
| Windows logo key + Enter                 | Open Narrator                             |
| Windows logo key + forward slash (/)     | Begin IME reconversion                    |
| Windows logo key + plus (+) or minus (-) | Zoom in or out using Magnifier            |
| Windows logo key + Esc                   | Exit Magnifier                            |

## Command Prompt keyboard shortcuts

| Press this key                   | To do this  |
|----------------------------------|---|
| Ctrl + C (or Ctrl + Insert)      | Copy the selected text  |
| Ctrl + V (or Shift + Insert)     | Paste the selected text   |
| Ctrl + M                         | Enter Mark mode   |
| Alt + selection key              | Begin selection in block mode   |
| Arrow keys                       | Move the cursor in the direction specified  |
| Page up                          | Move the cursor by one page up  |
| Page down                        | Move the cursor by one page down  |
| Ctrl + Home (Mark mode)          | Move the cursor to the beginning of the buffer  |
| Ctrl + End (Mark mode)           | Move the cursor to the end of the buffer  |
| Ctrl + Up arrow                  | Move up one line in the output history  |
| Ctrl + Down arrow                | Move down one line in the output history  |
| Ctrl + Home (History navigation) | If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line. |
| Ctrl + End (History navigation)  | If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.     |

## Dialog box keyboard shortcuts

| Press this key             | To do this                           |
|----------------------------|--------------------------------------|
| F4                         | Display the items in the active list |
| Ctrl + Tab                 | Move forward through tabs            |
| Ctrl + Shift + Tab         | Move back through tabs               |
| Ctrl + number (number 1–9) | Move to nth tab                      |

|                         |  |
|-------------------------|--|
| Tab                     | Move forward through options   |
| Shift + Tab             | Move back through options  |
| Alt + underlined letter | Perform the command (or select the option) that is used with that letter             |
| Spacebar                | Select or clear the check box if the active option is a check box                    |
| Backspace               | Open a folder one level up if a folder is selected in the Save As or Open dialog box |
| Arrow keys              | Select a button if the active option is a group of option buttons                    |

## File Explorer keyboard shortcuts

| Press this key            | To do this   |
|---------------------------|--|
| Alt + D                   | Select the address bar   |
| Ctrl + E                  | Select the search box  |
| Ctrl + F                  | Select the search box  |
| Ctrl + N                  | Open a new window  |
| Ctrl + W                  | Close the active window  |
| Ctrl + mouse scroll wheel | Change the size and appearance of file and folder icons  |
| Ctrl + Shift + E          | Display all folders above the selected folder  |
| Ctrl + Shift + N          | Create a new folder  |
| Num Lock + asterisk (*)   | Display all subfolders under the selected folder   |
| Num Lock + plus (+)       | Display the contents of the selected folder  |
| Num Lock + minus (-)      | Collapse the selected folder   |
| Alt + P                   | Display the preview panel  |
| Alt + Enter               | Open the Properties dialog box for the selected item   |
| Alt + Right arrow         | View the next folder   |
| Alt + Up arrow            | View the folder that the folder was in   |
| 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               |
| Left arrow                | Collapse the current selection (if it's expanded), or select the folder that the folder was in |
| End                       | Display the bottom of the active window  |
| Home                      | Display the top of the active window   |
| F11                       | Maximize or minimize the active window   |

## Virtual desktops keyboard shortcuts

| Press this key         | To do this     |
|------------------------|----------------|
| Windows logo key + Tab | Open Task view |

|                                       |   |
|---------------------------------------|---|
| Windows logo key + Ctrl + D           | Add a virtual desktop                                       |
| Windows logo key + Ctrl + Right arrow | Switch between virtual desktops you've created on the right |
| Windows logo key + Ctrl + Left arrow  | Switch between virtual desktops you've created on the left  |
| Windows logo key + Ctrl + F4          | Close the virtual desktop you're using                      |

## Taskbar keyboard shortcuts

| Press this key                               | To do this   |
|--|--|
| Shift + click a taskbar button               | Open an app or quickly open another instance of an app |
| Ctrl + Shift + click a taskbar button        | Open an app as an administrator                        |
| Shift + right-click a taskbar button         | Show the window menu for the app                       |
| Shift + right-click a grouped taskbar button | Show the window menu for the group                     |
| Ctrl + click a grouped taskbar button        | Cycle through the windows of the group                 |

## Settings keyboard shortcuts

| Press this key                   | To do this                        |
|----------------------------------|-----------------------------------|
| Windows logo key + I             | Open settings                     |
| Backspace                        | Go back to the settings home page |
| Type on any page with search box | Search settings                   |

## General Shortcuts

Let's kickstart the list with the most common shortcuts that you'll often use.

- F1 [Display Help]
- F2 [Rename the selected item]
- F3 [Search for a file or folder]
- F4 [Display the address bar list in [File Explorer](#)]
- F5 [Refresh the active window]
- F6 [Cycle through screen elements in a window or on the desktop]
- F10 [Activate the Menu bar in the active app]
- ALT + F4 [Close the active item, or exit the active app]
- ALT + ESC [Cycle through items in the order in which they were opened]
- ALT + underlined letter in menus and dialog box options [Perform the command for that letter]
- ALT + ENTER [Display properties for the selected item]
- ALT + SPACEBAR [Open the shortcut menu for the active window]
- ALT + LEFT ARROW [Back]
- ALT + RIGHT ARROW [Forward]
- ALT + PAGE UP [Move up one screen]
- ALT + PAGE DOWN [Move down one screen]
- ALT + TAB [Switch between open apps (except desktop apps)]
- CTRL + F4 [Close the active document (in apps that allow you to have multiple

- documents open simultaneously])
- CTRL + A [Select all items in a document or window]
- CTRL + C or CTRL + INSERT [Copy the selected item]
- CTRL + D / DELETE [DELETE the selected item and move it to the Recycle Bin]
- CTRL + R or F5 [Refresh the active window]
- CTRL + V or SHIFT + INSERT [Paste the selected item]
- CTRL + X [Cut the selected item]
- CTRL + Y [Redo an action]
- CTRL + Z [Undo an action]
- CTRL + + or CTRL + – [Zoom in or out of a large NUMBER of items, like apps pinned to the Start screen]
- CTRL + mouse scroll wheel [Change the size of desktop icons or zoom in or out of a large NUMBER of items, like apps pinned to the Start screen]
- 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 + ALT + TAB [Use the arrow keys to switch between all open apps]
- CTRL + ARROW + SPACEBAR [Select multiple individual items in a window or on the desktop]
- CTRL + SHIFT + ARROW [Select a block of text]
- CTRL + ESC [Open the Start screen]
- CTRL + SHIFT + ESC [Open Task Manager]
- CTRL + SHIFT [Switch the keyboard layout when multiple keyboard layouts are available]
- CTRL + SPACEBAR [Turn the Chinese input method editor (IME) on or off]
- SHIFT + F10 [Display the shortcut menu for the selected item]
- SHIFT + ARROW [Select more than one item in a window or on the **desktop**, or select text within a document]
- SHIFT + DELETE [Delete the selected item without moving it to the Recycle Bin first]
- 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]
- ESC [Stop or leave the current task]

## Windows key Shortcuts

Let's check the **keyboard** shortcuts involving the Windows logo key. Most of them are introduced in Windows 8's Metro UI, and can be used in Windows 8 and above.

- Win + F1 [Open Windows Help and support]
- Win [Display or hide the Start screen]
- Win + B [Set focus in the notification area]
- Win + C [Open Charms]
- Win + D [Display and hide the desktop]
- Win + E [Open File Explorer]
- Win + F [Open the Search charm and search for files]
- Win + H [Open the Share charm]
- Win + I [Open the Settings charm]
- Win + K [Open the Devices charm]
- Win + L [Lock your PC or switch people]
- Win + M [Minimize all windows]
- Win + O [Lock device orientation]
- Win + P [Choose a presentation display mode]
- Win + Q [Open the Search charm to search everywhere or within the open app (if



the app supports app search)]

- Win + R [Open the Run dialog box]
- Win + S [Open the Search charm to search Windows and the web]
- Win + T [Cycle through apps on the taskbar]
- Win + U [Open Ease of Access Center]
- Win + V [Cycle through notifications]
- Win + SHIFT + V [Cycle through notifications in reverse order]
- Win + W [Open the Search charm and search for settings]
- Win + X [Open the Quick Link menu]
- Win + Z [Show the commands available in the app]
- Win + , [Temporarily peek at the desktop]
- Win + PAUSE [Display the System Properties dialog box]
- Win + CTRL + F [Search for PCs (if you're on a network)]
- Win + SHIFT + M [Restore minimized windows on the desktop]
- Win + (NUMBER 1-9) [Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, it switches to that app.]
- Win + SHIFT + (NUMBER 1-9) [Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number]
- Win + CTRL + (NUMBER 1-9) [Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number]
- Win + ALT + (NUMBER 1-9) [Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number]
- Win + CTRL + SHIFT + (NUMBER 1-9) [Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator]
- Win + TAB [Cycle through recently used apps (except desktop apps)]
- Win + CTRL + TAB [Cycle through recently used apps (except desktop apps)]
- Win + SHIFT + TAB [Cycle through recently used apps (except desktop apps) in reverse order]
- Win + CTRL + B [Switch to the app that displayed a message in the notification area]
- Win + UP ARROW [Maximize the window]
- Win + DOWN ARROW [Remove current app from screen or minimize the desktop window]
- Win + LEFT ARROW [Maximize the app or desktop window to the LEFT side of the screen]
- Win + RIGHT ARROW [Maximize the app or desktop window to the RIGHT side of the screen]
- Win + HOME [Minimize all but the active desktop window (restores all windows on second stroke)]
- Win + SHIFT + UP ARROW [Stretch the desktop window to the top and bottom of the screen]
- Win + SHIFT + DOWN ARROW [Restore/minimize active desktop windows vertically, maintaining width]
- Win + SHIFT + LEFT ARROW or RIGHT ARROW [Move an app or window in the desktop from one monitor to another]
- Win + SPACEBAR [Switch input language and keyboard layout]
- Win + CTRL + SPACEBAR [Change to a previously selected input]
- Win + ENTER [Open Narrator]
- Win + SHIFT + . [Cycle through open apps]
- Win + . [Cycle through open apps]
- Win + / [Initiate IME reconversion]
- Win + ALT + ENTER [Open WindowsMedia Center]
- Win + +/- [Zoom in or out using Magnifier]
  - Win + ESC [Exit Magnifier]

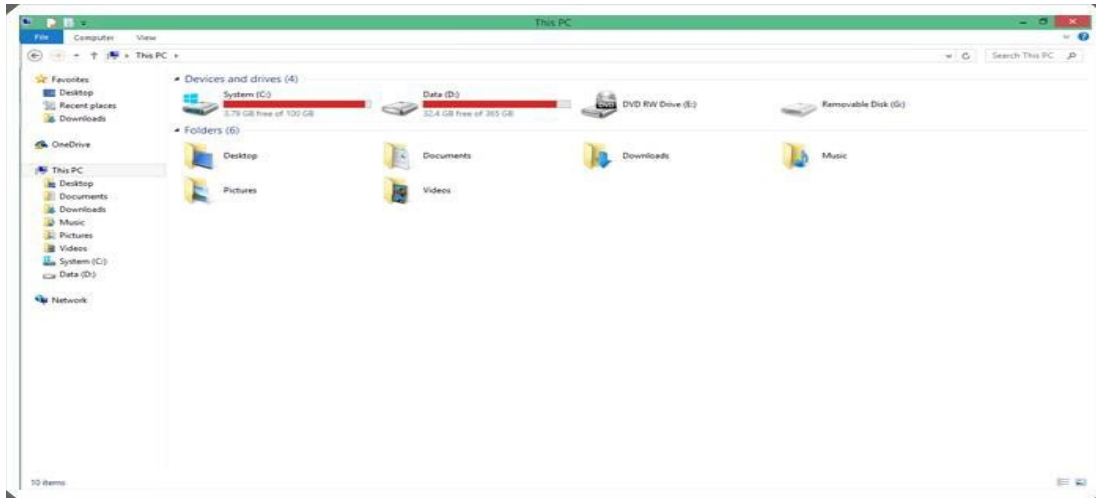
## Dialog box Shortcuts

These are the **keyboard** shortcuts that can be used in dialog boxes.

- F1 [Display Help]
- F4 [Display the items in the active list]
- CTRL + TAB [Move forward through tabs]
- CTRL + SHIFT + TAB [Move back through tabs]
- CTRL + (NUMBER 1-9) [Move to *n*th tab]
- TAB [Move forward through options]
- SHIFT + TAB [Move back through options]
- ALT + underlined letter in menus and dialog box options [Perform the command (or select the option) that goes with that letter]
- SPACEBAR [Select or clear the check box if the **active** option is a check box]
- BACKSPACE [Open a folder one level up if a folder is selected in the Save As or Open dialog box]
- ARROW keys [Select a button if the **active** option is a group of option buttons]

## File explorer Shortcuts

These are the shortcuts that can be used to work with File Explorer's windows or folders.



- ALT + D [Select the address bar]
- CTRL + E [Select the search box]
- CTRL + F [Select the search box]
- CTRL + N [Open a new window]
- CTRL + W [Close the current window]
- CTRL + mouse scroll wheel [Change the size and appearance of **file** and folder icons]
- CTRL + SHIFT + E [Display all folders above the selected folder]
- CTRL + SHIFT + N [Create a new folder]
- NUM LOCK + \* [Display all subfolders under the selected folder]
- NUM LOCK + + [Display the **contents** of the selected folder]
- NUM LOCK + - [Collapse the selected folder]
- ALT + P [Display the preview pane]
- ALT + ENTER [Open the Properties dialog box for the selected item]
- ALT + RIGHT ARROW [View the next folder]
- ALT + UP ARROW [View the folder that the folder was in]
- 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]
- LEFT ARROW [Collapse the current selection (if it's expanded), or select the folder that the folder was in]
- END [Display the bottom of the active window]
- HOME [Display the top of the active window]
- F11 [Maximize or minimize the active window]

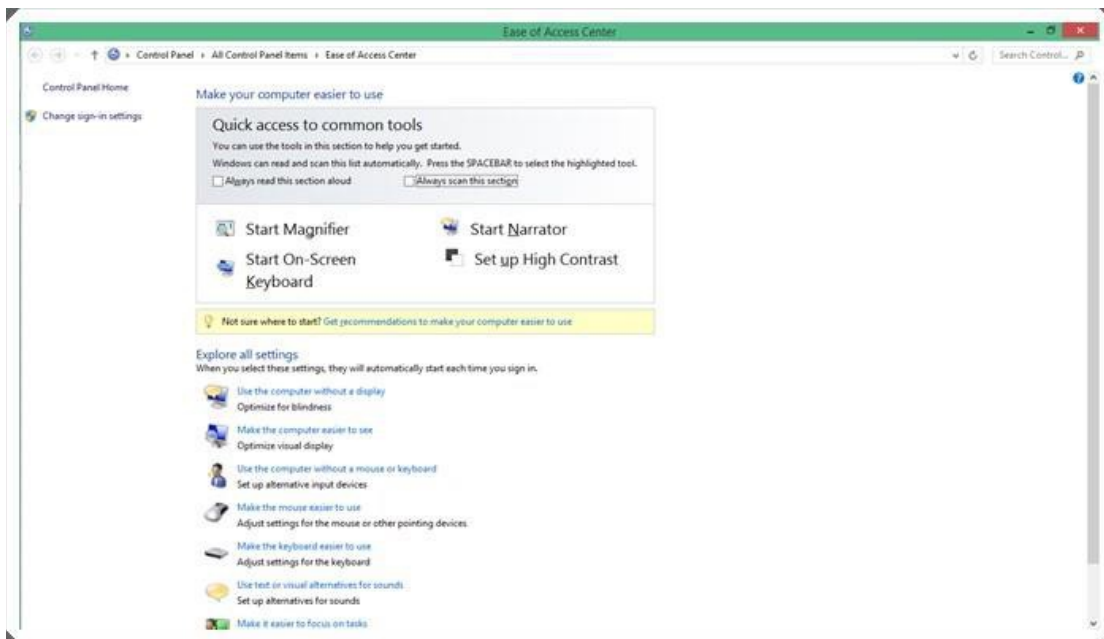
## Taskbar Shortcuts

Here are the keyboard shortcuts to work with items on the Desktop's taskbar.

- SHIFT + Click a taskbar button [Open an app or quickly open another instance of an app]
- CTRL + SHIFT + Click a taskbar button [Open an app as an administrator]
- SHIFT + Right-click a taskbar button [Show the window menu for the app]
- SHIFT + Right-click a grouped taskbar button [Show the window menu for the group]
- CTRL + Click a grouped taskbar button [Cycle through the windows of the group]

## Ease of access Shortcuts

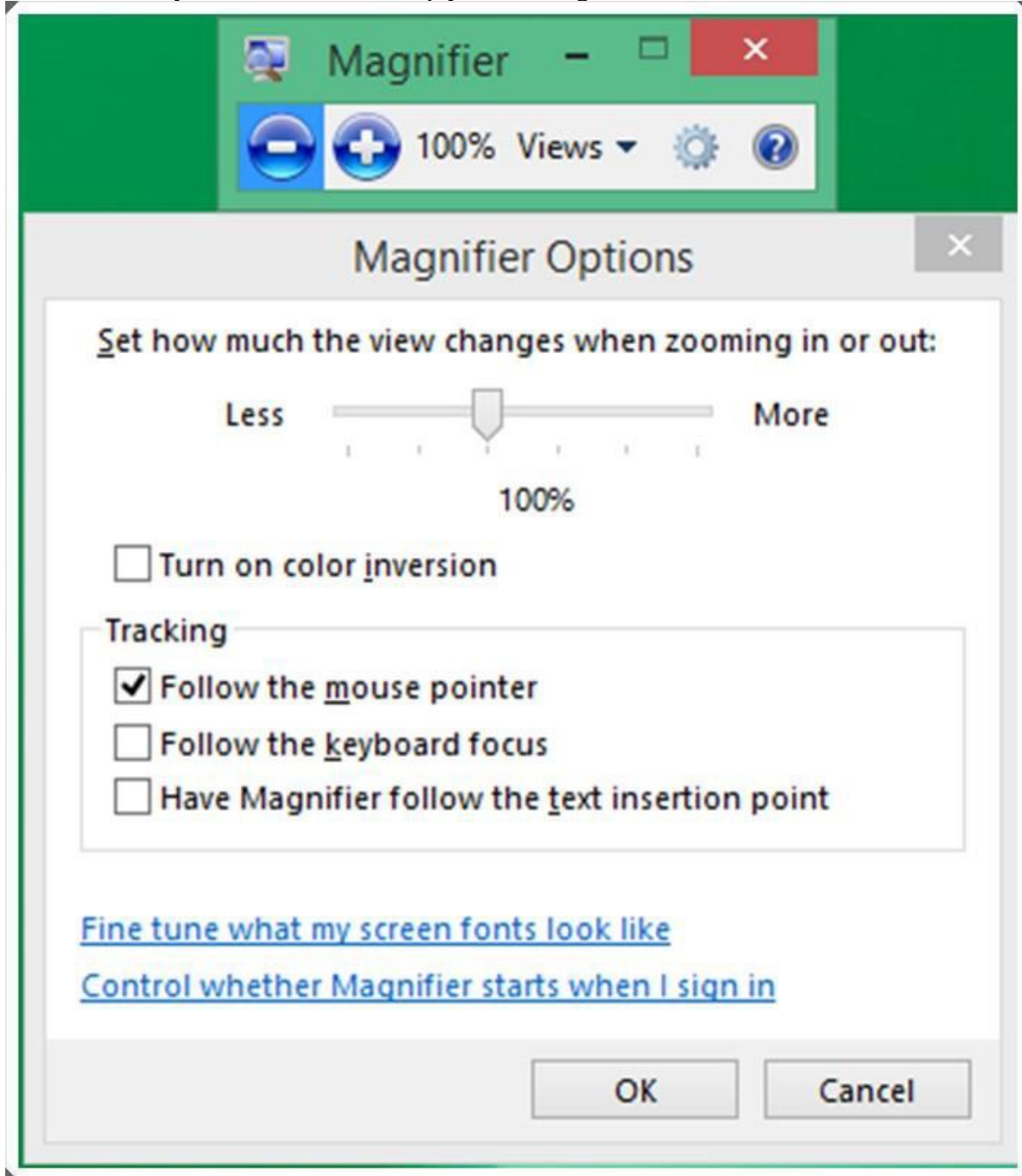
These are the keyboard shortcuts to help you use your computer easily.



- Hold RIGHT SHIFT for eight seconds [Turn Filter Keys on and off]
- LEFT ALT + LEFT SHIFT + PRINT SCREEN [Turn High Contrast on or off]
- LEFT ALT + LEFT SHIFT + NUM LOCK [Turn Mouse Keys on or off]
- Press SHIFT five times [Turn Sticky Keys on or off]
- Press NUM LOCK for five seconds [Turn Toggle Keys on or off]
- Win + U [Open the Ease of Access Center]

## Magnifier Shortcuts

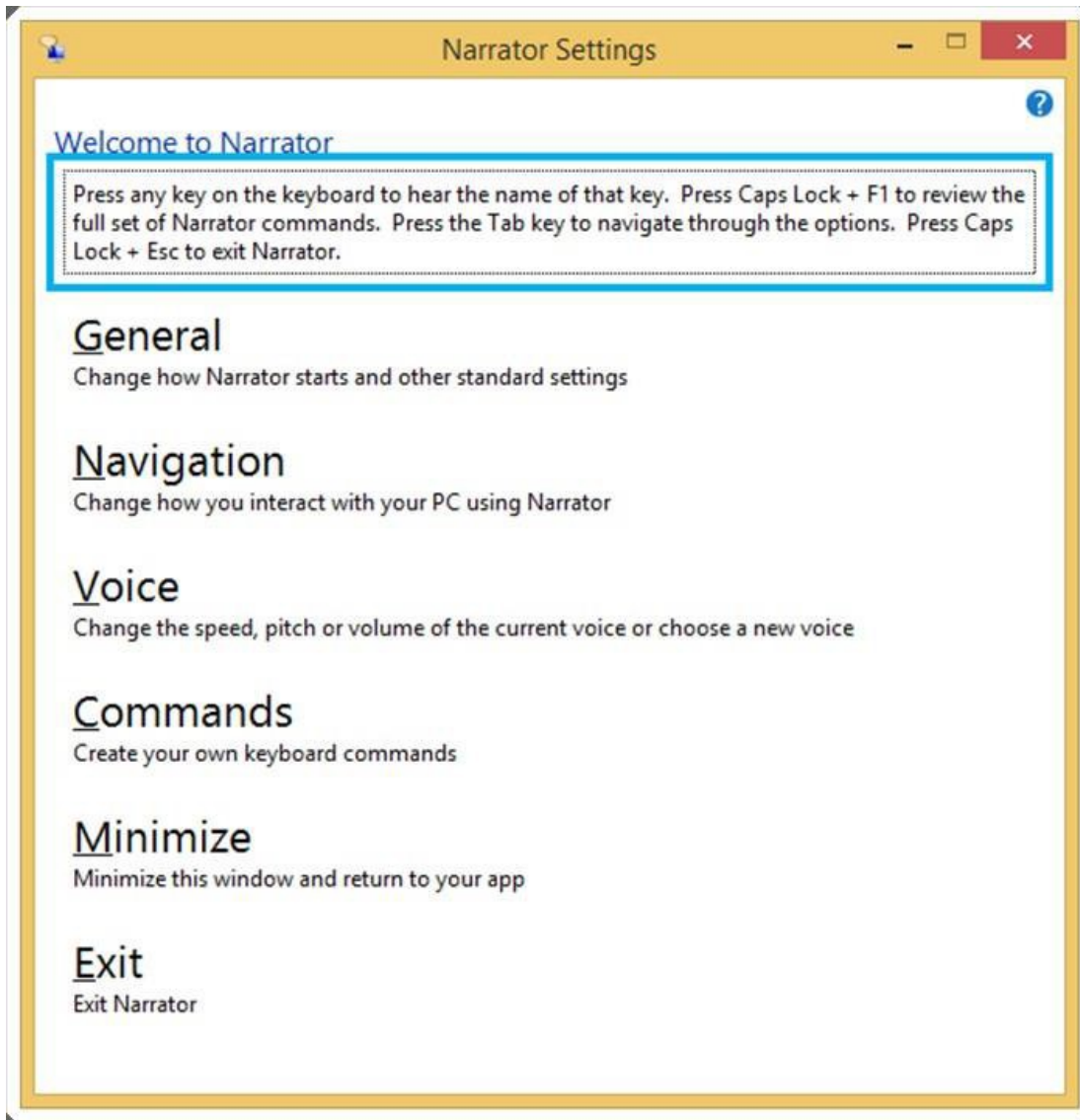
Here are the keyboard shortcuts to help you use Magnifier.



- Win + + [Zoom in]
- Win + - [Zoom out]
- CTRL + ALT + SPACEBAR [Preview the **desktop** in full-screen mode]
- CTRL + ALT + D [Switch to docked mode]
- CTRL + ALT + F [Switch to full-screen mode]
- CTRL + ALT + I [Invert colors]
- CTRL + ALT + L [Switch to lens mode]
- CTRL + ALT + R [Resize the lens]
- CTRL + ALT + ARROW **keys** [Pan in the direction of the ARROW keys]
- Win + ESC [Exit Magnifier]
-

## Narrator Shortcuts

These are the keyboard shortcuts to help you use Narrator.



- SPACEBAR or ENTER [Activate current item]
- TAB + ARROW keys [Move around on the screen]
- CTRL [Stop reading]
- CAPS LOCK + D [Read item]
- CAPS LOCK + M [Start reading]
- CAPS LOCK + H [Read document]
- CAPS LOCK + V [Repeat phrase]
- CAPS LOCK + W [Read window]
- CAPS LOCK + PAGE UP or PAGE DOWN [Increase or decrease the volume of the voice]
- CAPS LOCK + +/- [Increase or decrease the **speed** of the voice]
- CAPS LOCK + SPACEBAR [Do default action]
- CAPS LOCK + LEFT or RIGHT ARROW [Move to previous/next item]
- CAPS LOCK + F2 [Show commands for current item]
- Caps + ESC [Exit Narrator]

## Remote desktop connection Shortcuts

These are the keyboard shortcuts to ease the use of remote **desktop** connection.

- ALT + PAGE UP [Move between apps, left to right]
- ALT + PAGE DOWN [Move between apps, right to left]
- ALT + INSERT [Cycle through **apps** in the order that they were started]
- ALT + HOME [Display the Start screen]
- CTRL + ALT + BREAK [Switch between a window and full screen]
- CTRL + ALT + END [Display the Windows Security dialog box]
- CTRL + ALT + HOME [In full-screen mode, activate the connection bar]
- ALT + DELETE [Display the system menu]
- CTRL + ALT + – [Place a copy of the active window, within the client, on the Terminal server clipboard (similar to ALT + PRINT SCREEN on a local PC)]
- CTRL + ALT + + [Place a copy of the entire client window area on the Terminal server clipboard (similar to Print Screen on a local PC)]
- CTRL + ALT + RIGHT ARROW [TAB out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.]
- CTRL + ALT + LEFT ARROW [TAB out of the Remote **Desktop** controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.]

## Help viewer Shortcuts

These are the **keyboard** shortcuts that can be used with the help viewer.

- F3 [Move the cursor to the search box]
- F10 [Display the Options menu]
- HOME [Move to the beginning of a topic]
- END [Move to the end of a topic]
- ALT + LEFT ARROW [Move back to the previously viewed topic]
- ALT + RIGHT ARROW [Move to the next (previously viewed) topic]
- ALT + HOME [Display the Help and support home page]
- ALT + A [Display the customer support page]
- ALT + C [Display the TABLE of Contents]
- ALT + N [Display the Connection Settings menu]
- CTRL + F [Search the current topic]
- CTRL + P [Print a topic]

## App rearranging Shortcuts (Metro)

Here are the keyboard shortcuts that can be used to rearrange apps on Metro **screen**. You should keep the Windows key pressed down continuously once you enter in the rearrange mode, then use the various commands. When you're done rearranging apps, then release the Windows key.

- Win + . [Enter Rearrange mode and select apps or dividers across monitors]
- Win + LEFT ARROW [Move app divider left]
- Win + RIGHT ARROW [Move app divider right]
- Win + UP ARROW [Maximize app]
- Win + DOWN ARROW [Close app]
- Win + ESC [Exit Rearrange mode]