

Windows 2000 Keyboard Shortcuts

<u>Press</u>	<u>To</u>
CTRL+C	Copy.
CTRL+X	Cut.
CTRL+V	Paste.
CTRL+Z	Undo.
CTRL+A	Select all.
ALT+TAB	Switch between open items. (hold down alt and press and release TAB key)
CTRL+ESC	Display the Start menu.
SHIFT+DELETE	Delete selected item permanently without placing the item in the Recycle Bin.
CTRL+ B	Bold selected text
CTRL+ U	Underline selected text
CTRL+ I	Italicize selected text
CTRL+ P	print
CTRL+ S	save
CTRL+ D	Format text
CTRL+ F	find
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.
ALT+Underlined letter in a menu name	Display the corresponding menu.
Underlined letter in a command name on an open menu	Carry out the corresponding command.
ALT+F4	Close the active item, or quit the active program.
CTRL while dragging an item	Copy selected item.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
CTRL+RIGHT ARROW	Move the insertion point to the beginning of the next word.
CTRL+LEFT ARROW	Move the insertion point to the beginning of the previous word.
CTRL+DOWN ARROW	Move the insertion point to the beginning of the next paragraph.

CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+SHIFT with any of the arrow keys	Highlight a block of text.
SHIFT with any of the arrow keys	Select more than one item in a window or on the desktop, or select text within a document.
CTRL+O	Open an item.
ALT+ENTER	View properties for the selected item.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
ALT+ESC	Cycle through items in the order they were opened.
SHIFT+F10	Display the shortcut menu for the selected item.
ALT+SPACEBAR	Display the System menu for the active window.
ESC	Cancel the current task.
F2	Rename selected item.
F3	Search for a file or folder.
F5	Refresh the active window.
F10	Activate the menu bar in the active program.

Note: Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.