

### Microsoft Natural Keyboard Keys

<b>Windows Logo</b>	Start menu
<b>Windows Logo + R</b>	Run dialog box
<b>Windows Logo + E</b>	Windows explorer
<b>Windows Logo + D</b>	Displays desktop
<b>Windows Logo + L</b>	Log off Windows
<b>Windows Logo + Up Arrow</b>	Maximize the window
<b>Windows Logo + Left Arrow</b>	Maximize the window to the left of the screen
<b>Windows Logo + Down Arrow</b>	Minimize the window
<b>Windows Logo + Home</b>	Minimize all but the active window
<b>Windows Logo + Shift + Left Arrow or Right Arrow</b>	Move a window from a monitor to another
<b>Windows Logo + Pause</b>	System Properties dialog

### General Folder/Shortcut Control

<b>F5</b>	Refreshes the current window
<b>F6</b>	Moves among panes in Windows Explorer
<b>Backspace</b>	Switch to the parent folder

### Windows Explorer Tree Control

<b>Right Arrow</b>	Expands the current selection if it is not expanded, otherwise goes to the first child
<b>Left Arrow</b>	Collapses the current selection if it is expanded, otherwise goes to the parent

### Dialog Box Commands

<b>Tab</b>	Move to the next control in the dialog box
<b>Shift + Tab</b>	Move to the previous control in the dialog box
<b>Spacebar</b>	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
<b>Enter</b>	Equivalent to clicking the selected button (the button with the outline)
<b>Esc</b>	Equivalent to clicking the Cancel button

### General Keyboard-only Commands

<b>Ctrl + Shift + Esc</b>	Opens windows task manager
<b>Alt + Underlined Letter in Menu</b>	Opens the menu
<b>Alt + F4</b>	Closes the current window/program

### Mouse Click

<b>ALT + Double Click</b>	Display folder/file properties
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### Shell Objects and General Folder/Windows Explorer

<b>F2</b>	Rename object
<b>Alt + Enter</b>	Open the properties for the selected object
<b>Press and Hold Ctrl While you Drag the File to Another Folder</b>	Copy a file



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Published 17th January, 2017.  
Last updated 17th January, 2017.  
Page 1 of 1.

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