

Important Keyboard shortcuts For Windows XP

Windows Key + B	Set focus on a notification.
ALT+ENTER	View properties for the selected item.
ALT+F4	"Close the active item, or quit the active program.
ALT+SPACEBAR	Display the System menu for the active window.
ALT+TAB	Switch between open items.
CTRL while dragging an item	Copy selected item.
CTRL+A	Select all.
CTRL+C	Copy.
CTRL+ESC	Display the Start menu.
CTRL+F4	Close the active document in programs that allow you to have multiple documents open simultaneously.
CTRL+SHIFT while dragging an item	Create shortcut to selected item.
CTRL+V	Paste.
CTRL+X	Cut.
CTRL+Z	Undo.
F1	Display Help in a dialog box.
F2	Rename selected item.
F3	Search for a file or folder.
F5	Refresh the active window.
NUM LOCK+ASTERISK on numeric keypad (*)	Display all subfolders under the selected folder.
NUM LOCK+MINUS SIGN on	Collapse the selected folder.

numeric keypad (-)	
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.
SHIFT+DELETE (Be Careful)	Delete selected item permanently without placing the item in the Recycle Bin.
Windows Key	Display or hide the Start menu.
Windows Key+ L	Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.
Windows Key+BREAK	Display the System Properties dialog box.
Windows Key+D	Show the desktop.
Windows Key+E	Open My Computer.
Windows Key+F	Search for a file or folder.
Windows Key+M	Minimize all windows.
Windows Key+R	Open the Run dialog box.
Windows Key+Shift+M	Restores minimized windows.
Windows Key+U	Opens Utility Manager.