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This appendix summarizes the shortcuts that are built into Windows 95 for using the keyboard and mouse to quickly accomplish common actions.

Shortcuts for Objects, Folders, and Windows Explorer

The following brief procedures and tables summarize the standard shortcuts for working with objects in the Windows 95 user interface, including folders on the desktop and Windows Explorer.

To copy a file

- • Press CTRL while you drag the file to a folder.

To create a shortcut

- • Press CTRL+SHIFT while you drag the file to the desktop or a folder.

To close the current folder and all its parent folders

- • Press SHIFT and click the Close button on the folder.

To tab through pages in a properties dialog box

- • Press CTRL+TAB or CTRL+SHIFT+TAB.

To switch between opening a new window and closing an existing window

- • Press CTRL and double-click a folder.

If you have more than one window open, this operation closes the active window. If you have only one window open, this operation opens a new window.

To bypass Auto-Run when inserting a compact disc

- • Press SHIFT while inserting the compact disc.

Shortcuts for a Selected Object Shortcut	Action

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F2	Rename
F3	Find
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
DEL key	Delete
SHIFT+DEL	Delete file immediately without putting it in Recycle Bin
ALT+ENTER	Display properties
ALT+double-click	Display properties
CTRL+click the right mouse button	Place alternative commands on the context menu (Open With)
SHIFT+double-click	Explore an object; if the object does not have an Explore command, this starts the default action (usually the Open command)
Shortcuts for Managing Folders and Windows Explorer Shortcut	Action
F4	In Windows Explorer, display the combo box and move the input focus to the list
F5	Refresh display
F6	In Windows Explorer, move the focus between panes
CTRL+G	In Windows Explorer, choose the Go To command
CTRL+Z	Undo
CTRL+A	Select All
BACKSPACE	Go to the parent folder

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Shortcuts in the Windows Explorer Tree shortcut	Action
* on numeric keypad	Expand everything under the selection
+ on numeric keypad	Expand the selection
- on numeric keypad	Collapse the selection
RIGHT ARROW	Expand the current selection if it is not expanded; otherwise, go to the first child
LEFT ARROW	Collapse current selection if it is expanded; otherwise, go to the parent
CTRL+arrow key	Scroll without moving the selection
Shortcuts in the Common Open and Save dialog boxes shortcut	Action
F4	Display the Look In list
F5	Refresh the view
BACKSPACE	Go to the parent folder if the focus is on the View window

General Keyboard-Only Commands

The following table shows commands for completing actions from the keyboard.

General Keyboard-Only	Action
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Commands	
Shortcut	
F1	Start Help
F10	Go to menu mode
SHIFT+F10	Display context menu for selected item
CTRL+ESC	Display Start menu and move the focus to the taskbar
CTRL+ESC, ESC	Move the focus on the taskbar so you can use TAB and then SHIFT+F10 for context menu, or use TAB and arrow key to change tasks, or use TAB to go to the desktop
ALT+TAB	Switch to the next running application
ALT+M	When the focus is on the taskbar or desktop, minimize all windows and move the focus to the desktop
ALT+S	When no windows are open and no items are selected on the desktop, display the Start menu; then use arrow keys to select menu commands

Accessibility Shortcuts

The following table summarizes the Windows 95 shortcuts for Accessibility features. For information about these features, see Appendix I, "Accessibility."

Accessibility Shortcuts	Action
Shortcut	
Press SHIFT 5 times	Toggle StickyKeys on and off
Press RIGHT SHIFT for 8 seconds	Toggle FilterKeys on and off
Press NUMLOCK for 5 seconds	Toggle ToggleKeys on and off
Press LEFT ALT+LEFT SHIFT+NUMLOCK	Toggle MouseKeys on and off
Press LEFT ALT+LEFT SHIFT+PRINTSCREEN	Toggle HighContrast on and off

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Microsoft Natural Keyboard Keys

The following table summarizes the shortcut keys available on the Microsoft Natural Keyboard™.

Microsoft Natural Keyboard Keys Shortcut	Action
WIN+R	Display Run dialog box
WIN+M	Minimize All
SHIFT+WIN+M	Undo Minimize All
WIN+F1	Start Help
WIN+E	Start Windows Explorer
WIN+F	Find files or folders
CTRL+WIN+F	Find computer
WIN+TAB	Cycle through taskbar buttons
WIN+BREAK	Hot key to display System properties dialog box

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