

## Internet Explorer Keystrokes

**Note:** The JAWS help system includes detailed information about using Internet Explorer. In your browser, press and hold **INSERT** and press **F1** twice quickly. Once JAWS help is open, press **F6** to move to the help topic window.

### General

Go Back a Page	<b>ALT+LEFT ARROW</b> or <b>BACKSPACE</b>
Go Forward a Page	<b>ALT+RIGHT ARROW</b>
Go to Home Page	<b>ALT+HOME</b>
Read Address Bar	<b>INSERT+A</b>
Next Link	<b>TAB</b>
Prior Link	<b>SHIFT+TAB</b>
Open Link	<b>ENTER</b>
List Frames	<b>INSERT+F9</b>
List Links	<b>INSERT+F7</b>
List Headings	<b>INSERT+F6</b>
Heading at Level	<b>1 through 6</b>
Virtual HTML Features	<b>INSERT+F3</b>
Activate Mouse Over	<b>CTRL+INSERT+ENTER</b>
Move to Next Clickable Element	<b>SLASH</b>
Move to Previous Clickable Element	<b>SHIFT+SLASH</b>

Select Clickable Element	<b>INSERT+CTRL+SLASH</b>
Select a Mouse Over Element	<b>INSERT+WINDOWS KEY+SEMICOLON</b>
JAWS Find Next and Previous	<b>F3</b> and <b>SHIFT+F3</b> (Internet Explorer only)
Assign Custom Label	<b>CTRL+INSERT+TAB</b>
Move to Next Landmark	<b>SEMICOLON</b>
Move to Previous Landmark	<b>SHIFT+SEMICOLON</b>
Select a Landmark	<b>INSERT+CTRL+SEMICOLON</b>
ARIA Drag-and-Drop	<b>WINDOWS Key+CTRL+EQUALS</b>
ARIA Live Region Text Filter	<b>WINDOWS Key+CTRL+DASH</b>

## **Tabbed Browsing Quick Keys**

Open a New Tab	<b>CTRL+T</b>
Open a New Tab from the Address Bar	<b>ALT+ENTER</b> (on address bar)
Open a New Tab from the Toolbar Search Box	<b>ALT+ENTER</b> (on address bar)
View List of Open Tabs	<b>CTRL+SHIFT+Q</b>
Toggle Quick Tabs (Thumbnail View)	<b>CTRL+Q</b>
Switch to the Next Tab	<b>CTRL+TAB</b>
Switch to the Previous Tab	<b>CTRL+SHIFT+TAB</b>
Switch to a Specific Tab Number	<b>CTRL+n</b> , where n is a digit from 1 through 8
Switch to Last Tab	<b>CTRL+9</b>

Close Current Tab	<b>CTRL+W</b> or <b>CTRL+F4</b>
Close All Tabs	<b>ALT+F4</b>
Close Other Tabs	<b>CTRL+ALT+F4</b>
Open Links in a New Tab in the Background	<b>CTRL+ENTER</b>
Open Links in a New Tab in the Foreground	<b>CTRL+SHIFT+ENTER</b>
Opens and places focus on the Feeds tree view	<b>CTRL+J</b>
Subscribe to Feeds or Web Slices	<b>ALT+J</b> (Internet Explorer 8 or later for Web Slices)

## Navigation Quick Keys

**Tip:** If you hold down **SHIFT** before pressing one of the following Navigation Quick Keys, you can move to the previous instance of that element, for example, press **A** to move to the next anchor, press **SHIFT+A** to move to the previous anchor. In addition, if you hold down **CTRL+INSERT** while pressing keystrokes with an asterisk (\*) next to them, JAWS displays a list of those elements on the page.

Next Anchor	<b>A*</b>
Next Button	<b>B*</b>
Next Combo Box	<b>C*</b>
Next Different Element	<b>D</b>
Next Edit Box	<b>E*</b>
Next Form Control	<b>F</b>
Next Graphic	<b>G*</b>
Next Heading	<b>H</b>

Next Item in a List	<b>I</b>
Jump to Line	<b>J*</b>
Next PlaceMarker	<b>K*</b>
Next List	<b>L*</b>
Next Frame	<b>M</b>
Skip Past Links	<b>N</b>
Next Object Tag	<b>O</b>
Next Paragraph	<b>P*</b>
Next Quote	<b>Q*</b>
Next Radio Button	<b>R*</b>
Next Same Element	<b>S</b>
Next Table	<b>T*</b>
Next Unvisited Link	<b>U</b>
Next Visited Link	<b>V</b>
Next Check Box	<b>X*</b>
Next Division	<b>Z*</b>
Next Element	<b>SHIFT+PERIOD</b>
Previous Element	<b>SHIFT+COMMA</b>

## Forms

Enter Forms Mode	<b>ENTER</b>
Exit Forms Mode	<b>NUM PAD PLUS</b>
List Form Fields	<b>INSERT+F5</b>
First Form Field	<b>INSERT+CTRL+HOME</b>
Next Form Field	<b>F</b>
Prior Form Field	<b>SHIFT+F</b>
Last Form Field	<b>INSERT+CTRL+END</b>
Next Button	<b>B</b>
Prior Button	<b>SHIFT+B</b>
List Buttons	<b>CTRL+INSERT+B</b>
Next Combo Box	<b>C</b>
Prior Combo Box	<b>SHIFT+C</b>
List Combo Boxes	<b>CTRL+INSERT+C</b>
Next Edit Box	<b>E</b>
Prior Edit Box	<b>SHIFT+E</b>
List Edit Boxes	<b>CTRL+INSERT+E</b>
Next Radio Button	<b>R</b>
Prior Radio Button	<b>SHIFT+R</b>
List Radio Buttons	<b>CTRL+INSERT+R</b>
Next Check Box	<b>X</b>
Prior Check Box	<b>SHIFT+X</b>
List Check Boxes	<b>CTRL+INSERT+X</b>

## Tables

List keystrokes for table navigation	<b>INSERT+SPACEBAR</b> , followed by <b>T</b> , and then <b>QUESTION MARK</b>
Next Table	<b>T</b>
Prior Table	<b>SHIFT+T</b>
Select Table	<b>F8</b>
Next Row	<b>WINDOWS KEY+ALT+DOWN ARROW</b>
Prior Row	<b>WINDOWS KEY+ALT+UP ARROW</b>
Read Row	<b>WINDOWS KEY+COMMA</b> or <b>WINDOWS KEY+NUM PAD 5</b>
Next Column	<b>WINDOWS KEY+ALT+RIGHT ARROW</b>
Prior Column	<b>WINDOWS KEY+ALT+LEFT ARROW</b>
Read Column	<b>WINDOWS KEY+PERIOD</b>
Next Cell in Row	<b>ALT+CTRL+RIGHT ARROW</b>
Prior Cell in Row	<b>ALT+CTRL+LEFT ARROW</b>
Cell Below in Column	<b>ALT+CTRL+DOWN ARROW</b>
Cell Above in Column	<b>ALT+CTRL+UP ARROW</b>
Jump to Table Cell	<b>CTRL+WINDOWS KEY+J</b>
Return to Previous Cell	<b>CTRL+WINDOWS KEY+SHIFT+J</b>

## PlaceMarkers

Set Temporary PlaceMarker (Permanent Marker for Word)	<b>CTRL+WINDOWS Key+K</b>
Add, Delete, Edit, or Rename Permanent PlaceMarkers	<b>CTRL+SHIFT+K</b>
Move to the Next or Prior PlaceMarker	<b>K</b> or <b>SHIFT+K</b>
Read Text at PlaceMarkers 1 through 4	Number Row Keys <b>7</b> through <b>0</b>
Move to PlaceMarker 1 through 4	<b>SHIFT+</b> number row keys <b>7</b> through <b>0</b>
Return to PlaceMarker in Word	<b>WINDOWS Key+K</b>
Select Text from PlaceMarker to Cursor Position in Word	<b>INSERT+SPACEBAR</b> followed by <b>M</b>

## Frames

Next Frame	<b>M</b>
Prior Frame	<b>SHIFT+M</b>
List Frames	<b>INSERT+F9</b>

## Elements

Next Same Element	<b>S</b>
Prior Same Element	<b>SHIFT+S</b>
Next Different Element	<b>D</b>
Prior Different Element	<b>SHIFT+D</b>
Next Element	<b>SHIFT+PERIOD</b>
Prior Element	<b>SHIFT+COMMA</b>

Select Entire Element	<b>F8</b>
Display Entire Element	<b>SHIFT+INSERT+F1</b>
Display Detailed Element Information	<b>CTRL+SHIFT+INSERT+F1</b>
Activate Mouse Over	<b>INSERT+CTRL+ENTER</b>

## **Desktop Keystrokes**

### **For Reading Text**

Say Character	<b>NUM PAD 5</b>
Say Character Phonetically	<b>NUM PAD 5</b> twice quickly
Say Prior Character	<b>LEFT ARROW</b>
Say Next Character	<b>RIGHT ARROW</b>
Say Word	<b>INSERT+NUM PAD 5</b>
Spell Word	<b>INSERT+NUM PAD 5</b> twice quickly
Say Prior Word	<b>INSERT+LEFT ARROW</b>
Say Next Word	<b>INSERT+RIGHT ARROW</b>
Say Line	<b>INSERT+UP ARROW</b>
Spell Line	<b>INSERT+UP ARROW</b> twice quickly
Say Prior Line	<b>UP ARROW</b>
Say Next Line	<b>DOWN ARROW</b>
Say Sentence	<b>ALT+NUM PAD 5</b>
Say Prior Sentence	<b>ALT+UP ARROW</b>
Say Next Sentence	<b>ALT+DOWN ARROW</b>

Say Paragraph	<b>CTRL+NUM PAD 5</b>
Say Prior Paragraph	<b>CTRL+UP ARROW</b>
Say Next Paragraph	<b>CTRL+DOWN ARROW</b>
Say to Cursor	<b>INSERT+HOME</b>
Say from Cursor	<b>INSERT+PAGE UP</b>
Say All	<b>INSERT+DOWN ARROW</b>
Rewind During Say All	<b>LEFT ARROW</b>
Fast Forward During Say All	<b>RIGHT ARROW</b>
Say Color	<b>INSERT+5</b> on the numbers row
Increase Voice Rate During Say All	<b>PAGE UP</b>
Decrease Voice Rate During Say All	<b>PAGE DOWN</b>
Increase Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE UP</b>
Decrease Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE DOWN</b>
Screen Refresh	<b>INSERT+ESC</b>
Start Skim Reading	<b>CTRL+INSERT+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CTRL+SHIFT+INSERT+DOWN ARROW</b>
Display Skim Reading Summary	<b>INSERT+WINDOWS KEY+DOWN ARROW</b>
Toggle Speech On and Off	<b>INSERT+SPACEBAR</b> , followed by <b>S</b>

## **Informational**

Interrupt Speech	<b>CTRL</b>
Say Font	<b>INSERT+F</b>
Say Window Title	<b>INSERT+T</b>
Say Window Prompt and Text	<b>INSERT+TAB</b>
JAWS Find	<b>CTRL+INSERT+F</b>
JAWS Find Next	<b>INSERT+F3</b>
JAWS Find Previous	<b>INSERT+SHIFT+F3</b>
Say Top Line of Window	<b>INSERT+END</b>
Say Bottom Line of Window	<b>INSERT+PAGE DOWN</b>
Say Selected Text	<b>INSERT+SHIFT+ DOWN ARROW</b>
Get Application Version	<b>CTRL+INSERT+V</b>

## **For Cursors and Mouse**

PC Cursor	<b>NUM PAD PLUS</b>
JAWS Cursor	<b>NUM PAD MINUS</b>
Route PC Cursor to JAWS Cursor	<b>INSERT+NUM PAD PLUS</b>
Route JAWS Cursor to PC Cursor	<b>INSERT+NUM PAD MINUS</b>
Left Mouse Button	<b>NUM PAD SLASH</b>
Right Mouse Button	<b>NUM PAD STAR</b>
Drag and Drop	<b>CTRL+INSERT+NUM PAD SLASH</b>
Restrict JAWS Cursor	<b>INSERT+R</b>

## **For Dialog Boxes**

Say Default Button of Dialog Box	<b>INSERT+E</b>
Read Window from Top to Bottom	<b>INSERT+B</b>
Read Word in Context	<b>INSERT+C</b>
Say Current Control Hot Key	<b>SHIFT+NUM PAD 5</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>
Announce Progress Bar Status	<b>INSERT+TAB</b>

## **For Help**

Context Sensitive Help	<b>INSERT+F1</b>
Keyboard Help	<b>INSERT+1</b>
JAWS Help for Applications	<b>INSERT+F1</b> twice quickly
Hot Key Help	<b>INSERT+H</b>
Windows Key Help	<b>INSERT+W</b>

## **Miscellaneous**

JAWS Window	<b>INSERT+J</b>
Refresh Screen	<b>INSERT+ESC</b>
Quick Settings	<b>INSERT+V</b>
Run JAWS Manager	<b>INSERT+F2</b>
Shut Down JAWS	<b>INSERT+F4</b>
Window List Dialog	<b>INSERT+F10</b>

Select a System Tray Icon Dialog	<b>INSERT+F11</b>
Say System Time	<b>INSERT+F12</b>
Graphics Labeler	<b>INSERT+G</b>
Auto Graphics Labeler	<b>CTRL+INSERT+G</b>
Pass Key Through	<b>INSERT+3</b> on the numbers row
Virtualize Window	<b>ALT+INSERT+W</b>
Virtualize Current Control	<b>ALT+SHIFT+INSERT+W</b>
Select Scheme	<b>ALT+INSERT+S</b>
Select Language	<b>CTRL+WINDOWS KEY+L</b>
Select Synthesizer	<b>CTRL+INSERT+S</b>
Read Columns 1 through 10 of a List View	<b>CTRL+INSERT+n</b> , where n is a value from 1, 2, 3 through 0
Copy Selected Text to FSClipboard	<b>WINDOWS KEY+C</b>

## **For Frames**

Frame Get Top Left	<b>CTRL+SHIFT+LEFT BRACKET</b>
Frame Get Bottom Right	<b>CTRL+SHIFT+RIGHT BRACKET</b>
Frame Set to Window	<b>CTRL+SHIFT+LEFT BRACKET</b> twice quickly

## For JAWS Tandem

Ends JAWS Tandem Session

**INSERT+ALT+T**

Toggle Between Target and Controller Desktop (Controller User only)

**INSERT+ALT+TAB**

Toggle Video On or Off on Controller (Controller User only)

**INSERT+CTRL+SHIFT+V**

## For Research It

Open Research It

**INSERT+SPACEBAR**, followed by **R**

Launch Research It Using the Primary Lookup Source

**INSERT+WINDOWS Key+R**

## For Convenient OCR

Recognize current application window

**INSERT+SPACEBAR**, followed by **O**, and then **W**

Recognize entire screen

**INSERT+SPACEBAR**, followed by **O**, and then **S**

Recognize currently selected control

**INSERT+SPACEBAR**, followed by **O**, and then **C**

Cancel recognition while in progress

**INSERT+SPACEBAR**, followed by **O**, and then **Q**

Announce help message for OCR commands

**INSERT+SPACEBAR**, followed by **O**, and then **QUESTION MARK**

# Laptop Keystrokes

## For Reading Text

Say Character	<b>CAPS LOCK+COMMA</b>
Say Character Phonetically	<b>CAPS LOCK+COMMA</b> twice quickly
Say Prior Character	<b>CAPS LOCK+M</b>
Say Next Character	<b>CAPS LOCK+PERIOD</b>
Say Word	<b>CAPS LOCK+K</b>
Spell Word	<b>CAPS LOCK+K</b> twice quickly
Say Prior Word	<b>CAPS LOCK+J</b>
Say Next Word	<b>CAPS LOCK+L</b>
Say Line	<b>CAPS LOCK+I</b>
Spell Line	<b>CAPS LOCK+I</b> twice quickly
Say Prior Line	<b>CAPS LOCK+U</b>
Say Next Line	<b>CAPS LOCK+O</b>
Say Sentence	<b>CAPS LOCK+H</b>
Say Prior Sentence	<b>CAPS LOCK+Y</b>
Say Next Sentence	<b>CAPS LOCK+N</b>
Say Paragraph	<b>CAPS LOCK+CTRL+I</b>
Say Prior Paragraph	<b>CAPS LOCK+CTRL+U</b>
Say Next Paragraph	<b>CAPS LOCK+CTRL+O</b>
Say to Cursor	<b>CAPS LOCK+SHIFT+J</b>
Say from Cursor	<b>CAPS LOCK+SHIFT+L</b>

Say All	<b>CAPS LOCK+A</b>
Rewind During a Say All	<b>LEFT ARROW</b>
Fast Forward During a Say All	<b>RIGHT ARROW</b>
Say Color	<b>CAPS LOCK+5</b>
Increase Voice Rate During Say All	<b>PAGE UP</b>
Decrease Voice Rate During Say All	<b>PAGE DOWN</b>
Increase Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE UP</b>
Decrease Voice Rate When Not in Say All	<b>ALT+CTRL+PAGE DOWN</b>
Screen Refresh	<b>CAPS LOCK+ESC</b>
Start Skim Reading	<b>CAPS LOCK+CTRL+DOWN ARROW</b>
Change Skim Reading Preferences	<b>CAPS LOCK+CTRL+SHIFT+DOWN ARROW</b>
Display Skim Reading Summary	<b>CAPS LOCK+WINDOWS KEY+DOWN ARROW</b>
Toggle Speech On and Off	<b>CAPS LOCK+SPACEBAR, followed by S</b>

## **Informational**

Interrupt Speech	<b>CTRL</b>
Say Font	<b>CAPS LOCK+F</b>
Say Window Title	<b>CAPS LOCK+T</b>
Say Window Prompt and Text	<b>CAPS LOCK+TAB</b>

JAWS Find	<b>CAPS LOCK+ CTRL+F</b>
JAWS Find Next	<b>CAPS LOCK+F3</b>
JAWS Find Previous	<b>CAPS LOCK+SHIFT+F3</b>
Say Top Line of Window	<b>CAPS LOCK+SHIFT+Y</b>
Say Bottom Line of Window	<b>CAPS LOCK+SHIFT+N</b>
Say Selected Text	<b>CAPS LOCK+SHIFT+A</b>
Get Application Version	<b>CAPS LOCK+CTRL+V</b>

## **For Cursors and Mouse**

PC Cursor	<b>CAPS LOCK+SEMICOLON</b>
JAWS Cursor	<b>CAPS LOCK+P</b>
Route PC Cursor to JAWS Cursor	<b>CAPS LOCK+APOSTROPHE</b>
Route JAWS Cursor to PC Cursor	<b>CAPS LOCK+LEFT BRACKET</b>
Left Mouse Button	<b>CAPS LOCK+8</b>
Right Mouse Button	<b>CAPS LOCK+9</b>
Left Mouse Button Lock	<b>CTRL+WINDOWS KEY+8</b>
Right Mouse Button Lock	<b>CTRL+WINDOWS KEY+9</b>
Drag and Drop	<b>CAPS LOCK+CTRL+8</b>
Restrict JAWS Cursor	<b>CAPS LOCK+R</b>

## **For Dialog Boxes**

Say Default Button of Dialog	<b>CAPS LOCK+E</b>
Read Window in Tab Order	<b>CAPS LOCK+B</b>
Read Word in Context	<b>CAPS LOCK+C</b>

Say Current Control Hot Key	<b>CAPS LOCK+SHIFT+COMMA</b>
Open Combo Box	<b>ALT+DOWN ARROW</b>
Close Combo Box	<b>ALT+UP ARROW</b>
Announce Progress Bar Status	<b>CAPS LOCK+TAB</b>

## **For Help**

Context Sensitive Help	<b>CAPS LOCK+F1</b>
Keyboard Help	<b>CAPS LOCK+1</b>
JAWS Help for Applications	<b>CAPS LOCK+F1</b> twice quickly
Hot Key Help	<b>INSERT+H</b>
Windows Key Help	<b>CAPS LOCK+W</b>

## **Miscellaneous**

JAWS Window	<b>INSERT+J</b>
Refresh Screen	<b>CAPS LOCK+ESC</b>
Quick Settings	<b>CAPS LOCK+V</b>
Run JAWS Manager	<b>CAPS LOCK+F2</b>
Shut Down JAWS	<b>CAPS LOCK+F4</b>
Window List Dialog	<b>CAPS LOCK+F10</b>
Select a System Tray Icon Dialog	<b>CAPS LOCK+F11</b>
Say System Time	<b>CAPS LOCK+F12</b>
Graphics Labeler	<b>CAPS LOCK+G</b>
Auto Graphics Labeler	<b>CAPS LOCK+CTRL+G</b>
Pass Key Through	<b>CAPS LOCK+3</b>

Read Columns 1 through 10 of a List View

**CTRL+INSERT+n**, where n is a value from 1, 2, 3, through 0

Copy Selected Text to FSClipboard

**WINDOWS KEY+C**

## **For Frames**

Frame Get Top Left

**CTRL+SHIFT+LEFT BRACKET**

Frame Get Bottom Right

**CTRL+SHIFT+RIGHT BRACKET**

Frame Set to Window

**CTRL+SHIFT+LEFT BRACKET**  
twice quickly

## **For JAWS Tandem**

Ends JAWS Tandem Session

**INSERT+ALT+T**

Toggle Between Target and Controller Desktop (Controller User only)

**INSERT+ALT+TAB**

Toggle Video On or Off on Controller (Controller User only)

**INSERT+CTRL+SHIFT+V**

## **For Research It**

Open Research It

**CAPS LOCK+SPACEBAR**,  
followed by R

Launch Research It Using the Primary Lookup Source

**CAPS LOCK+WINDOWS Key+R**

## **For Convenient OCR**

Recognize current application window

**CAPS LOCK+SPACEBAR**,  
followed by O, and then W

Recognize entire screen

**CAPS LOCK+SPACEBAR**,  
followed by O, and then S

Recognize currently selected control

**CAPS LOCK+SPACEBAR**, followed by **O**, and then **C**

Cancel recognition while in progress

**CAPS LOCK+SPACEBAR**, followed by **O**, and then **Q**

Announce help message for OCR commands

**CAPS LOCK+SPACEBAR**, followed by **O**, and then **QUESTION MARK**

## Windows Keystrokes

### General

Get Help

**F1**

Open the Start menu

**CTRL+ESC**

Open Windows Explorer

**WINDOWS KEY+E**

Open Run Dialog

**WINDOWS KEY+R**

Find File or Folder from Desktop

**F3**

Minimize All Applications

**WINDOWS KEY+M**

Switch Between Open Applications

**ALT+TAB**

Quit the Active Application

**ALT+F4**

### For Windows and Menus

Open the Application Control Menu

**ALT+SPACEBAR**

Move to Current Application's Menu Bar

**ALT**

Choose a Menu Item

**ENTER**

Move Between Menus

**ALT, ARROW KEYS**

Cancel or Close a Menu	<b>ESC</b>
Cancel or Close a Cascading Menu	<b>ALT</b>
Open a Child Window Control Menu	<b>ALT+DASH</b>
Close a Child Window	<b>CTRL+F4</b>
Open the Context Menu	<b>APPLICATIONS KEY or SHIFT+F10</b>

## **For Dialog Boxes**

Move Through Dialog Controls	<b>TAB</b>
Move Backward Through Dialog Controls	<b>SHIFT+TAB</b>
Move to Another Page	<b>CTRL+TAB</b>
Reverse Direction Through Pages	<b>CTRL+SHIFT+TAB</b>
Select or Deselect in List View	<b>SPACEBAR or CTRL+SPACEBAR</b>
Toggle a Check Box On/Off	<b>SPACEBAR</b>

## **For Reading Text**

Move One Character Left	<b>LEFT ARROW</b>
Move One Character Right	<b>RIGHT ARROW</b>
Move One Word Left	<b>CTRL+LEFT ARROW</b>
Move One Word Right	<b>CTRL+RIGHT ARROW</b>
Move to Beginning of Line	<b>HOME</b>
Move to End of Line	<b>END</b>

Move One Paragraph Up	<b>CTRL+UP ARROW</b>
Move One Paragraph Down	<b>CTRL+DOWN ARROW</b>
Scroll Up One Screen	<b>PAGE UP</b>
Scroll Down One Screen	<b>PAGE DOWN</b>
Move to Beginning	<b>CTRL+HOME</b>
Move to End	<b>CTRL+END</b>

## **For Editing Text**

Copy	<b>CTRL+C</b>
Cut	<b>CTRL+X</b>
Paste	<b>CTRL+V</b>
Read Clipboard Contents (Desktop or Laptop Layout)	<b>WINDOWS KEY+INSERT+X</b> or <b>WINDOWS KEY+CAPS LOCK+X</b>
Undo	<b>CTRL+Z</b>
Delete Current Character	<b>DELETE</b>
Delete Prior Character	<b>BACKSPACE</b>
Select One Character Left	<b>SHIFT+LEFT ARROW</b>
Select One Character Right	<b>SHIFT+RIGHT ARROW</b>
Select One Word Left	<b>CTRL+SHIFT+LEFT ARROW</b>
Select One Word Right	<b>CTRL+SHIFT+RIGHT ARROW</b>
Select to Beginning of Line	<b>SHIFT+HOME</b>
Select to End of Line	<b>SHIFT+END</b>
Select to Beginning	<b>CTRL+SHIFT+HOME</b>

Select to End

**CTRL+SHIFT+END**

Select All

**CTRL+A**

## **For Windows Explorer**

Delete files

**DELETE**

Rename a file or folder

**F2**

Open Properties for Selected  
File or Folder

**ALT+ENTER**

Refresh a window

**F5**

Switch between panes

**TAB** and **SHIFT+TAB**

Go up one level

**BACKSPACE**