

Windows Vista Shortcuts

Platform: Windows/English

General Vista Shortcuts (e.g. Vista Explorer, Desktop)	
Ctrl+c, ctrl+x, ctrl+v	ctrl+c for copy, ctrl+x for cut and ctrl+v for paste.
Ctrl+Z	Undo an action.
Ctrl+Y	Redo an action.
Delete	Delete an item and place it into the Recycle Bin.
Shift+Delete	Delete an item permanently without placing it into the Recycle Bin.
Shift+F10	Activates context menu of active object. Replaces the right mouse button. Once in the context menu use arrow keys, a-z and enter to get to the selection.
F2	Changes the file name of an object.
f2, then arrow left/Arrow Right	Move one character to the left or right of an object name.
f2, then ctrl+Arrow Left/Ctrl+Arrow Right	Move one word to the left or right of an object name.
f2, then home/End	Jump to the beginning or end of an object name.
f2, then ctrl+A	Select complete object name (is selected by default)
Hold shift then press arrow up/Arrow Down	Select multiple items: Hold the shift key, navigate with arrow up/arrow down to extend selection to multiple items.
Hold ctrl key, navigate with arrow up/arrow down, and hit space	Select multiple items: Hold the ctrl key, navigate with arrow up/arrow down to select or de-select multiple items using space.
Ctrl+A	Select all objects e.g. in a Folder Tree.

Windows/Vista Explorer Shortcuts	
Win+E	Start Windows Explorer in "My Computer" location.
Alt+D/F4	Jump to the address bar on the top of the Explorer Window.
Tab/Shift+Tab	Moves between Explorer Panes.
Ctrl+E	Jumps to Search Box in Explorer.
arrow keys, see above for selecting items.	Navigate between objects.
Shift+Arrow Left/Arrow Right	Go to previous or next Window (same effect as the forward and backward button).
Alt+Arrow Up	Go to the parent directory.
Home/End	Activates the first or last object in Explorer Window.
F2	Changes the filename of an object, see above for editing shortcuts.

Working on the Vista Desktop	
win key /Ctrl+Esc	Activate Start Menu. Then use arrow keys. Then use space and enter to navigate within Start Menu.
Win+D	Minimize all open Application Windows and return to a clean desktop. Pressing it again restores the previous state.
Arrow Keys	Navigate between objects on the desktop. Then use space or enter to select or start e.g. an application or open a folder.
Home/End	Activate the first (top left corner) or last object (bottom right corner) on the desktop.
Enter	Launch the active object.
Shift+F10	Activate context menu of an active object. Replaces the right mouse button. Once in the context menu use arrow keys, a-z and enter to get to the selection.
Alt+tab, alt+Shift+Tab	Holding the alt key and continuously press tab to move forward between open applications. Release tab when the desired object is active to launch it. Add shift to the shortcut combination to move backwards.
Alt+Esc/Alt+Shift+E sc	Cycle Through the Applications in the order they were opened/accessed.

tab, shift+tab on empty desktop	Navigate between desktop, the quick-launch bar, task bar and notification bar. Then use arrow keys and enter or space to activate specific icons.
a ... z	Pressing the initial letter of the name of any objects will highlight the respective application or folder. Continue typing the object name if multiple objects start with the same letter.
Win+pause	Access System Properties which holds system properties, computer name, device manager and so on.

Work with Vista (Application) Windows	
Alt+F4	Close the active item or folder. Also will open "Shuts Down Windows" menu when on an empty desktop.
F10/Alt+letter, then arrow keys	Jump to Application Menu.
Alt+Space	Open the title bar menu.
Alt+space, then enter	Restore Window.
Alt+space, then x	Maximize Window.
Alt+space, then n	Minimize Window.
F11	Turn full page view on or off.

Use Vista Features with Shortcuts	
Win+E	Start Windows Explorer.
Win+R	Open the Run Window.
Win+break	Display System Properties Window.
Win+D	Display the Windows Desktop.
Win+M	Minimizes all open Windows and display the desktop.
Win+Shift+M	Restores the Windows previously minimized with win+m.
Win+F/ f3 on empty desktop.	Open Windows Search
Ctrl+Win+F	Search for Computers (with Active Directory activated).
Win+F1	Display Windows Help.
Win+L	Lock the keyboard or computer.
Win+U	Start Ease of Access Center.
Alt+Enter	View the properties for a selected items.

Vista Photo Gallery Shortcuts	
Ctrl+F	Open the fix pane.
Ctrl+P	Print the selected picture.
Enter	View the selected picture at a larger size.
Ctrl+I	Open or close the details pane.
Ctrl+./Ctrl+,	Rotate the picture clockwise or counter-clockwise
F2	Rename the selected item.
Ctrl+E	Search for an item.
Alt+Arrow Left/Alt+Arrow Right	Go back or go forward.
[+][+]/[-][-]	Zoom in and out or resize the picture thumbnail.
Ctrl+B	Best fit.
Arrow Left/Arrow Right	Select the previous or next item.
Arrow Down	Select the next item or row.
Arrow Up	Previous item (Easel) or previous row (Thumbnail).
Page Up/Page Down	Previous or next screen.
Home/End	Select the first or last item.
Delete	Move the selected item to the Recycle Bin.
Shift+Delete	Permanently delete the selected item.

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Arrow Left	Collapse node.
Arrow Right	Expand node.

Vista photo Gallery Shortcuts (when working with Videos)	
J	Move back one frame.
K	Pause the playback.
L	Move forward one frame.
I	Set the start trim point.
O	Set the end trim point.
M	Split a clip.
Home	Stop and rewind all the way back to the start trim point.
Alt+Arrow Right/Alt+Arrow Left	Advance to the next or previous frame.
Ctrl+K	Stop and rewind playback.
Ctrl+P	Play from the current location.
Home/End	Move the start trim point.
Page Up/Page Down	Seek to nearest split point before or after the current location.

Other Vista Shortcuts	
Alt+Shift	Change language option if language bar is active.
shift when inserting CD / DVD	Prevent CD or DVD from automatically playing.