

Windows 98 Keyboard Shortcuts

Press	To
ARROW KEY	Select the icon or taskbar button adjacent to starting point in the direction of the arrow while working on Desktop or Taskbar.
F1	Display Help information for the active object or the window as a whole.
ALT+letter key, where the key is the underlined le	Select a menu, or select or clear the check box by the letter underlined in the menu name.
ALT+BACKSPACE or CTRL+Z	Undoes the last action (Undo command in Edit menu); use within a window. Note that not all actions, such as shutting down, can be undone.
ALT+ENTER	Switch view from current application window to next open application window, including minimized windows on the taskbar; press ESC more than once to switch through successive windows.
ALT+Shift+ENTER	Switch view from current application window to next open application window, including minimized windows on the taskbar in the reverse direction; press ESC more than once to switch through successive windows.
ALT+ENTER	Display the properties of a selected item while working in a window.
ALT+ESC	Switch view from current application window to next open application window, including minimized windows on the taskbar; press ESC more than once to switch through successive windows.
ALT+Shift+ESC	Switch view from current application window to next open application window, including minimized windows on the taskbar in the reverse direction; press ESC more than once to switch through successive windows.
ALT+F4	Close the active application window.
ALT+HYPHEN	Display Document menu from the leftmost icon on the main toolbar of the active document window.
ALT+M	Minimize all windows when taskbar has been selected.
ALT+PRINTSCREEN	Copy the active window to the Windows Clipboard.
ALT+Shift+BACKSPACE	Redo the previously undone action; works within a window.
ALT+SPACEBAR	Open the menu of the leftmost icon on the main toolbar bar of the active window; this menu typically contains the following commands: Restore, Move, Size, Minimize, Maximize and Close.
ALT+SPACEBAR+C	Close the active window.
ALT+SPACEBAR+N	Minimize the active window.
ALT+SPACEBAR+R	Restore the active window.
ALT+SPACEBAR+X	Maximize the active window if it is minimized.
ALT+TAB	Move from active application window to the previously used application window; to select an application from a list of the open applications, hold ALT down and press TAB more than once to move through the list from left to right.
ALT+Shift+TAB	Move from active application window to the previously used application window; to select an application from a list of the open applications, hold ALT and SHIFT down and press TAB more than once to move through the list from right to left.
Any printing character	Select the next icon with the specified name or initial letter while working on Desktop or Taskbar.
Any printing character	Select the menu command with the underlined character (access key) on an open menu within the window.
Any printing character	Select the next icon with the specified name or initial letter while working in Windows Explorer- Tree View; repeating the character selects successive items beginning with the same character.
Any printing character	Move to the next item with the specified name or initial letter when working in dialog boxes. Use BACKSPACE to change; in a multiple selection list box, this command moves to an item without selecting it.
CTRL+Shift+ANY ARROW KEY	Highlight a selected block of text.
CTRL+Shift+DRAG A FILE	Create a shortcut icon for a selected file in a selected place.
CTRL+SPACEBAR	Select the active item; use after moving with the CTRL key to select separate groups of items.
CTRL+SPACEBAR	Deselect the active item; use after moving with the CTRL key to select separate groups of items.
CTRL+UP ARROW	Move the insertion point to the beginning of the previous paragraph.
CTRL+V	Paste a copied item(s) from the Clipboard into a selected location (You also can choose Paste from the Edit menu.).
CTRL+X	Copy and remove the selected item(s) from their original location to the Clipboard. (You also can

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	choose the Cut command from the Edit menu.).
CTRL+Z	Undo the last action; note: some actions, like Shutdown, cannot be undone (You also can choose Undo from the Edit menu.).
DELETE	Delete the selected item(s), or to delete the character to the right of the cursor; if items are files they will be moved to the Recycle Bin.
DELETE	Delete the selected item(s), or to delete the character to the right of the cursor; if items are files they will be moved to the Recycle Bin.
DOWN ARROW or UP ARROW	Display the next or previous tab page in dialog boxes with tabs.
ENTER	Opens the selected menu when focus is on the menu title, but activates a menu item when focus is on a menu item. If the selected menu item is unavailable, ENTER closes the menu.
ENTER	Open or display a selected item; it may open a new window, depending on the options you have selected. (You also can choose Open from the File menu.).
ESC	Close an open menu and return to the parent menu if there is one, or return to the menu title. If already at the menu title, return to position previous to activating the menu bar.
ESC	Cancel the current task.
F10 or ALT	Activate, or select, the main toolbar beginning with the first toolbar option on the left, usually File; after the first option is activated you can navigate through toolbar and menu options using the appropriate ARROW keys; press F10 or ALT again
F2	Rename a selected item (A bold rectangle appears around the title creating a text box, type the new name and press ENTER; Press ESC to cancel. Some icons on the desktop cannot be renamed).
F3	Open the Find All Files dialog box.
F4	Open the drop-down list box on the toolbar. Pressing F4 again moves the keyboard focus back to the previously used item.
F5	Refresh the current window (You also can choose Refresh from the View menu.).
F6 or TAB	Move between active panes and the toolbar.
END	Select the last item in the current list.
CTRL+HOME	Move to the first item in the current list without selecting it.
CTRL+END	Move to the last item in the current list without selecting it.
Shift+HOME	Select the first item in the list and additional items below it.
Shift+END	Select the last item in the current list and additional items above it.
HOME	Select the first item on the tree, when working in Windows Explorer - Tree View.
HOME	Select the highest setting in a dialog box with slide out menus.
END	Select the lowest setting in a dialog box with slide out menus.
HOME	Select the first item in a list box.
END	Select the last item in a list box.
Shift+HOME	Select the first item and additional items in an extended selection list box.
Shift+END	Select the last item and additional items in an extended selection list box.
CTRL+HOME	Move to the first item in an extended selection list box without selecting it. In a multiple selection list box, this moves cursor without changing the selection.
CTRL+END	Move to the last item in an extended selection list box without selecting it. In a multiple selection list box, this moves cursor without changing the selection.
LEFT ARROW	Close a branch, or select the parent of the current item, when working in Windows Explorer - Tree View.
LEFT ARROW or RIGHT ARROW	Switch the focus between menus on the menu bar in the direction of the arrow. If the original menu was open, the target menu is opened as well, and the first item in it gets the focus.
LEFT ARROW	Select the next lower setting in a dialog box with slide out menus.
UP ARROW	Select the next lower setting in a dialog box with slide out menus.
MINUS SIGN (on the numeric keypad)	Close everything under the current selection when working in Windows Explorer - Tree View.
PAGE DOWN	Select a lower or higher setting when working in a dialog box with slide out menus, depending on the application; this is the equivalent of pressing an arrow key many times.
PAGE UP	Select a lower or higher setting when working in a dialog box with slide out menus, depending on the application; this is the equivalent of pressing an arrow key many times.

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PAGE UP	In Windows Explorer, go the top item on the screen. Use a second time to select the item one screen above.
PAGE DOWN	In Windows Explorer, go the bottom item on the screen. Use a second time to select the item one screen below.
Shift+PAGE UP	In Windows Explorer, select additional items above an already selected item.
Shift+PAGE DOWN	In Windows Explorer, select additional items below an already selected item.
CTRL+PAGE UP	In Windows Explorer, move to additional items above an already selected item, without selecting the additional items.
CTRL+PAGE DOWN	In Windows Explorer, move to additional items below an already selected item, without selecting the additional items.
PAGE UP	In Windows Explorer Tree View, move to the top item on the screen. Use a second time to move up one screen.
PAGE DOWN	In Windows Explorer Tree View, move to the bottom item on the screen. Use a second time to move down one screen.
PAGE UP	In dialog boxes and combo boxes, move a selected item up one screen.
PAGE DOWN	In dialog boxes and combo boxes, move a selected item down one screen.
Shift+PAGE UP	In an extended selection list box, select additional items above an already selected item.
Shift+PAGE DOWN	In an extended selection list box, select additional items below an already selected item.
CTRL+PAGE UP	In an extended selection list box, move to additional items above an already select item, without selecting the additional items. In a multiple selection list box, use to move without changing the selection.
CTRL+PAGE DOWN	In an extended selection list box, move to additional items below an already select item, without selecting the additional items. In a multiple selection list box, use to move without changing the selection.
PLUS SIGN (on the numeric keypad)	In Windows Explorer, Tree view, expand everything under the current selection back to a previously opened state, or use to open only one level if it has not previously been opened.
PRINT SCREEN	Copy an image of the screen to the Windows Clipboard.
RIGHT ARROW	In Windows Explorer, Tree view, open a branch, or select the first item in the branch.
RIGHT ARROW	in dialog boxes with the slide out option, select the next highest setting.
DOWN ARROW	in dialog boxes with the slide out option, select the next highest setting.
RIGHT ARROW or LEFT ARROW	Use with tabbed dialog boxes and when the focus is on a tab selector, to choose the next or previous tab in the current row and to display the page.
Shift	Bypass the AutoPlay feature by holding the SHIFT key down while you insert a CD-ROM ; hold down the SHIFT key while Microsoft Word is loading to suppress the AutoExec macro.
Shift+ANY ARROW KEY	Select more than one item in a window or on the desktop in the direction of the chosen ARROW KEY, or to select text within a document.
Shift+DELETE	Delete selected item(s) immediately without moving the item(s) to the Recycle Bin.
Shift+F10 or Application key (also the right mouse)	Display a shortcut menu that shows a list of commands relevant to the selected object.
Shift+F8	In extended selection list box, move without changing the selection. You can then press CTRL+SPACEBAR or SHFT+SPACEBAR to select additional items. The list box returns to normal operation when you press SHFT+F8 a second time or switch to another
Shift+INSERT OR CTRL+V	Paste copied items(s) from the Clipboard (You also can choose the Paste command from the Edit menu.).
Shift+SPACE	Extend the selection to the current item; if you have already selected more than one item, it selects only the items from the first item you selected to the current item.
Shift+SPACE	Extend the selection from the last selected item to the current item in an extended selection dialog box, combo box or list-box.
SPACE	When typed alone, selects the current item if it is not already selected. Use after moving with the CTRL key to select separate groups of items.
SPACEBAR or CTRL+SPACE	Select or deselect the current item in an extended-selection list box.
TAB	Move between the last selected icon on the desktop, the Start button on the taskbar, and the taskbar as a whole. There is no visual indication of the focus on the taskbar, but you can use the arrow keys to

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	move between the taskbar buttons. You also
DOWN ARROW	Open a selected menu; DOWN ARROW selects the next command in the list.
UP ARROW	Open a selected menu; UP ARROW selects the previous command in the list.
UP ARROW	Select the next visible object above when working in Windows Explorer-Tree View.
DOWN ARROW	Select the next visible object below when working in Windows Explorer-Tree View.
UP ARROW	Select the previous item in a dialog box.
DOWN ARROW	Select the next item in a dialog box.
Shift+UP ARROW	In an extended selection list box, select additional items above an already selected item.
Shift+DOWN ARROW	In an extended selection list box, select additional items below an already selected item.
CTRL+UP ARROW	Move to additional items above a selected item without selecting the additional items.
CTRL+DOWN ARROW	Move to additional items below a selected item without selecting the additional items.
WIN+F1	Display Windows Help.
Windows logo key or CTRL+ESC	Opens the Start menu from the taskbar. When you use CTRL+ESC, you can press ESC again to place the keyboard focus on the Start button. When you use the Windows logo key, pressing ESC again closes the Start menu.
Windows logo key+BREAK	Open the System Properties dialog box. (You also can choose the Systems item in Control Panel.).
Windows logo key+CTRL+F	Open the Find Computer dialog box. (You also can choose the Computer command from the Find item in the Start menu.).
Windows logo key+E	Open the Windows Explorer. (You also can choose the Windows Explorer command from the Program item in the Start menu.).
Windows logo key+F	Open the Find All Files dialog box. (You also can choose the Files Or Folders command from the Find item in the Start menu.).
Windows logo key+M	Minimize all open windows. The keyboard focus goes to the least recently selected icon on the desktop.
Windows logo key+M+Shift	Expand previously opened windows and return focus to the most recently used application.
Windows logo key+number	This shortcut key is reserved for use by computer manufacturers.
Windows logo key+R	Display the Run dialog box. (You also can choose the Run command in the Start menu.).
Windows logo key+TAB	Select and cycle through the taskbar buttons.
ARROW KEY	Select the next item in the indicated direction while working in Windows explorer; add SHIFT to select or deselect additional items; add CTRL to move to the item without selecting it; in Details View there is only one column, so RIGHT and LEFT ARRO
ASTERISK (on the numeric keypad)	Expand view of everything under the current selection when working in Windows Explorer-Tree view.
BACKSPACE	Display the contents of the parent directory of an active directory while working in Windows Explorer; it may open a new window, depending on the options selected.
BACKSPACE	Display the contents of the parent directory of an active directory while working in Windows Explorer-Tree View; it may open a new window, depending on the options selected.
BACKSPACE	View the folder one level up in My Computer or Windows Explorer-TreeView.
CTRL+A	Select all the items in the active window (You also can choose Select All from the Edit menu.).
CTRL+ALT+DELETE	Display the Close Program dialog box in order to close active programs, or to shut down the entire computer system.
CTRL+ALT+DELETE	Open the Windows NT Security dialog box to choose from the following options: Lock Workstation, Logoff, Shut Down, Change Password, Task Manager, and Cancel; if you are not logged on, command opens the logon dial
CTRL+BACKSPACE	Undo previous action taken within a window.
CTRL+C	Copy selected item(s) to the Windows Clipboard when working in Windows Explorer.
CTRL+DOWN ARROW	Move the cursor to the beginning of the next paragraph within a window.
CTRL+DRAG A FILE	Copy a selected file to a folder by dragging the file to the folder.
CTRL+ESC	Display Windows Start menu.
CTRL+ESC and then R	Display Run dialog box after displaying Start menu.
CTRL+F or F3	Display the Find All Files dialog box while working in Windows Explorer.
CTRL+F4	Close the active document window.

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CTRL+F6	Go to the next document window in the active application. Add SHIFT to go to the previous document window.
CTRL+Shift+F6	Go to the previous document window in the active application.
CTRL+G	Display the Go To Folder dialog box (You also can choose Go To from the Tools menu).
CTRL+INSERT OR CTRL+C	Copy the selected item(s) to the Clipboard. (You also can choose the Copy command from the Edit menu.).
CTRL+LEFT ARROW	Move the cursor's position to the beginning of the previous word.
CTRL+N	Open the New dialog box.
CTRL+O	Display the Open dialog box (You also can choose the Open command from the File menu.).
CTRL+P	Display the Print dialog box (You also can choose the Print command from the File menu).
CTRL+PAGE DOWN or CTRL+TAB	Display next tab when working with a dialog box with multiple tabs.
CTRL+PAGE UP or CTRL+Shift+TAB	Display the previous tab when working with a dialog box with multiple tabs.
CTRL+RIGHT ARROW	Move the cursor's position to the beginning of the next word.
CTRL+S	Open the Save dialog box (You also can choose the Save command from the File menu).

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