We've told you about keyboard shortcuts that drastically cut down on all that wasted time.

- F1: Help

- ALT+TAB: Switch between open programs (This is my favorite one and I use it all the time)

- ALT+F4: Quit program

- SHIFT+DELETE: Delete item permanently

- Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)

Windows program key combinations

- CTRL+C: Copy

- CTRL+X: Cut

- CTRL+V: Paste

- CTRL+Z: Undo

- CTRL+B: Bold

- CTRL+U: Underline

- CTRL+I: Italic

Mouse click/keyboard modifier combinations for shell objects

- SHIFT+right click: Displays a shortcut menu containing alternative commands

- SHIFT+double click: Runs the alternate default command (the second item on the menu)

- ALT+double click: Displays properties

- SHIFT+DELETE: Deletes an item immediately without placing it in the Recycle Bin

General keyboard-only commands

- F1: Starts Windows Help

- F10: Activates menu bar options

- SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object

- CTRL+ESC: Opens the **Start** menu (use the ARROW keys to select an item)

- CTRL+ESC or ESC: Selects the **Start** button (press TAB to select the taskbar, or press SHIFT+F10 for a context menu)

- CTRL+SHIFT+ESC: Opens Windows Task Manager

  - ALT+DOWN ARROW: Opens a drop-down list box

  - ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)

  - SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature

  - ALT+SPACE: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)
  - ALT+- (ALT+hyphen): Displays the Multiple Document Interface (MDI) child window's **System** menu (from the MDI child window's **System** menu, you can restore, move, resize, minimize, maximize, or close the child window)
  - CTRL+TAB: Switch to the next child window of a Multiple Document Interface (MDI) program

  - ALT+*underlined letter in menu*: Opens the menu

  - ALT+F4: Closes the current window

  - CTRL+F4: Closes the current Multiple Document Interface (MDI) window

- ALT+F6: Switch between multiple windows in the same program (for example, when the Notepad **Find** dialog box is displayed, ALT+F6 switches between the **Find** dialog box and the main Notepad window)