USEFUL KEYBOARD SHORTCUTS

Calculator Keyboard Shortcuts

Alt+1 Switch to Standard mode

Alt+2 switch to scientific mode

Alt+3 switch to Programmer mode

Alt+4 switch to Statistics mode

Alt + C Calculate or solve date calculations and worksheets

Ctrl + E Open date calculations

Ctrl + H Turn calculation history on or off

Ctrl + L Press the MC Button

Ctrl + M Press the MS button

Ctrl + P Press the M+ button

Ctrl + Q Press the M- button

Ctrl + R Press the MR Button

Ctrl + U Open unit conversion

Del Press the CE button

Esc Press the C button

F1 Open Calculator Help

F9 Press the +/− button

R Press the 1/× button

@ Press the square root button

Ctrl+ Shift + D clear the calculation history

Enter Recalculate the calculation history after editing

Esc Cancel editing the calculation history

F2 Edit the calculation history

Down Arrow Navigate down in the calculation history

Up Arrow Navigate up in the calculation history

D Press the Mod button in scientific mode
I Press the Inv button in scientific mode
L Press the log button in scientific mode
M Press the dms button in scientific mode
N Press the ln button in scientific mode
O Press the cos button in scientific mode
P Press the pi button in scientific mode
Q Press the x^2 button in Scientific mode
S Press the sin button in scientific mode
T Press the tan button in scientific mode
V Press the F-E button in scientific mode
X Press the Exp button in scientific mode
Y Press the x^y button in Scientific mode
Ctrl + B Press the 3√x button in scientific mode
Ctrl + G Press the 10x button in scientific mode
Ctrl + O Press the cosh button in scientific mode
Ctrl + S Press the sinh button in scientific mode
Ctrl + T Press the tanh button in scientific mode
Ctrl + Y Press the y√x button in scientific mode
F3 Select Degrees in Scientific mode
F4 Select Radians in Scientific mode
F5 Select Grads in Scientific mode
; Press the Int button in scientific mode
Press the x^3 button in Scientific mode
! Press the n! Button in Scientific mode

F2 Select Dword in Programmer mode
F3 Select Word in Programmer mode
F4 Select Byte in Programmer mode
F5 Select Hex in Programmer mode
F6 Select Dec in Programmer mode
F7 Select Oct in Programmer mode
F8 Select Bin in Programmer mode
F12 Select Qword in Programmer mode
J Press the RoL button in Programmer mode
K Press the RoR button in Programmer mode
< Press the Lsh button in Programmer mode

> Press the Rsh button in Programmer mode
% Press the Mod button in Programmer mode
| Press the Or button in Programmer mode
^ Press the Xor button in Programmer mode
~ Press the Not button in Programmer mode
& Press the And button in Programmer mode
Spacebar Toggles the bit value in Programmer mode

A Press the Average button in Statistics mode
D Press the CAD button in Statistics mode
S Press the Sum button in Statistics mode
T Press the S.D. button in Statistics mode
Ctrl + A Press the Average Sq button in Statistics mode
Ctrl + S Press the Sum Sq button in Statistics mode
Ctrl + T Press the Inv S.D. button in Statistics mode

Command Prompt Keyboard Shortcuts

F1 or Right Arrow Auto fills characters from previously ran command one by one in the current command prompt session

F2 Copies characters from previously ran command in the current command prompt session

F3 Repeats running the last command ran in the current command prompt session

F5 or Up/Down Arrow Cycles through previously ran commands from command history in the current command prompt session

F7 Displays list of all previously ran commands in the numerical order that they were ran in from the current command prompt session. You can use the Up or Down arrow keys to cycle though them, and press Enter to run the selected command.

F8 Auto fills matching command name from previously ran command history in the current command prompt session when you type a charater and press F8. Continuing to press F8 will allow you to cycle through all matching names.

F9 When pressed, this will ask you to "Enter command number". Type in the command number from the order it was ran (F7 to see number) in and press Enter to run the command.

ALT+F7 Clears command history

Esc Erases current line

Tab Auto fills matching file or folder names in current directory when you type a charater and press tab. Continuing to press tab will allow you to cycle through all matching names in current directory.

Dialog Box Keyboard Shortcuts
Arrow Keys Select a button if the active option is a group of option buttons
Backspace Open a folder one level up if a folder is selected in the Save As or Open dialog box
Ctrl + Shift + Tab Move back through tabs
Ctrl + Tab Move forward through tabs
Enter Replaces clicking the mouse for many selected commands
F4 Display the items in the active list
Shift + Tab Move back through options
Spacebar Select or clear the check box if the active option is a check box
Tab Move forward through options

Ease of Access Keyboard Shortcuts
Left Alt + Left Shift + Num Lock Turn Mouse Keys on or off
Left Alt + Left Shift + PrtScn Turn High Contrast on or off
Num Lock (hold for 8 seconds) Turn Toggle Keys on or off
Right Shift (hold for 8 seconds) Turn Filter Keys on and off
Shift (pressed 5 times) Turn Sticky Keys on or off
Windows Key + U Open Ease of Access Center

Function Key Keyboard Shortcuts
NOTE: On multimedia keyboards, you may need to press the F-Lock or Function key first.
F1 Open Help window
F2 Rename the selected item
F3 Opens Search window
F4 Display the Address bar drop down list in Windows Explorer and Internet Explorer
F5 Refresh the current active window
F6 Cycle through items in current active window
F10 Displays the menu bar in the active window and underlines the menu bar shortcut keys

F11 Toggle Full Screen Mode On or Off in Windows Explorer and Internet Explorer

Alt + F4 close the current active window or program. From the desktop, it opens the Shutdown Windows window.

Ctrl + F4 close the active document (in programs that allow you to have multiple documents open simultaneously)

Shift + F10 Open context menu of selected item

General Keyboard Shortcuts

Alt + D Move focus to address bar in Windows Explorer and Internet Explorer

Alt + D, Tab Move focus to search bar in Windows Explorer and Internet Explorer

Alt + Enter or Alt + Double Click on File Open Properties window of selected item

Alt + Esc Cycle through all open windows.

Alt + P Turn Preview Pane on or off in Windows Explorer

Alt + Left Arrow Go back in Windows Explorer

Alt + Right Arrow Go forward in Windows Explorer

Alt + underlined letter Display the corresponding menu or perform the menu command

Alt + Up Arrow Go Up a directory in Windows Explorer

Alt + Tab select a open items or windows to see.

Alt + Spacebar Open menu of the current active window

Ctrl + Alt + Tab Use the arrow keys to switch between open items or windows

Ctrl + Down Arrow Move the cursor to the beginning of the next paragraph

Ctrl + Up Arrow Move the cursor to the beginning of the previous paragraph

Ctrl + Left Arrow Move the cursor to the beginning of the previous word

Ctrl + Right Arrow Move the cursor to the beginning of the next word

Ctrl + Shift + Arrow select a block of text

Ctrl + Arrow + Spacebar Select multiple individual items in a window or on the desktop

Ctrl + A Select all items in active open window

Ctrl + C Copy the selected item

Ctrl + Esc Open Start menu

Ctrl + Mouse Wheel Increase or decrease icon size in current active Windows Explorer window or desktop

Ctrl + N Opens new Windows Explorer or Internet Explorer window

Ctrl + Shift + N Creates a New Folder on the active desktop or in the active Windows Explorer window.

Ctrl + Shift + Esc Open Task Manager

Ctrl + V Paste the selected item

Ctrl + X Cut the selected item

Ctrl + Y redo an action

Ctrl + Z undo an action

Delete Delete the selected item and move it to the Recycle Bin

End Scroll to the bottom of the current active window

Esc Cancel the current task

Home Scroll to the top of the current active window

Right Arrow Open the next menu to the right, or open a submenu

Left Arrow Open the next menu to the left, or close a submenu

Shift + Arrow Select more than one item in a window or on the desktop, or select text within a document

Shift + Delete Delete selected item permanently without it going to the Recycle Bin first.

Shift + Left Click select a item or multiple items

Shift (when you insert a CD) Prevent the CD from automatically playing.