

computer shortcut key များ

Posted by [စာချစ်သူ](#) on March 25, 2010 at 10:12am

ကွန်ပျူတာ shortcut key များကို search engine က ရှာထားပြီး စုဆောင်းထားတာ ပြန်ပြီး မျှဝေပေးလိုက်ပါတယ်

The General Shortcuts

- CTRL+C (Copy)
- CTRL+X (Cut)
- CTRL+V (Paste)
- CTRL+Z (Undo)
- DELETE (Delete)
- SHIFT+DELETE (Delete the selected item permanently without placing the item in the Recycle Bin)
- CTRL while dragging an item (Copy the selected item)
- CTRL+SHIFT while dragging an item (Create a shortcut to the selected item)
- F2 key (Rename the selected item)
- CTRL+RIGHT ARROW (Move the insertion point to the beginning of the next word)
- CTRL+LEFT ARROW (Move the insertion point to the beginning of the previous word)
- CTRL+DOWN ARROW (Move the insertion point to the beginning of the next paragraph)
- CTRL+UP ARROW (Move the insertion point to the beginning of the previous paragraph)
- CTRL+SHIFT with any of the arrow keys (Highlight a block of text)
- SHIFT with any of the arrow keys (Select more than one item in a window or on the desktop, or select text in a document)
- CTRL+A (Select all)
- F3 key (Search for a file or a folder)
- ALT+ENTER (View the properties for the selected item)
- ALT+F4 (Close the active item, or quit the active program)
- ALT+ENTER (Display the properties of the selected object)

- ALT+SPACEBAR (Open the shortcut menu for the active window)
- CTRL+F4 (Close the active document in programs that enable you to have multiple documents open simultaneously)
- ALT+TAB (Switch between the open items)
- ALT+ESC (Cycle through items in the order that they had been opened)
- F6 key (Cycle through the screen elements in a window or on the desktop)
- F4 key (Display the Address bar list in My Computer or Windows Explorer)
- SHIFT+F10 (Display the shortcut menu for the selected item)
- ALT+SPACEBAR (Display the System menu for the active window)
- CTRL+ESC (Display the Start menu)
- ALT+Underlined letter in a menu name (Display the corresponding menu)
- Underlined letter in a command name on an open menu (Perform the corresponding command)
- F10 key (Activate the menu bar in the active program)
- 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)
- F5 key (Update the active window)
- BACKSPACE (View the folder one level up in My Computer or Windows Explorer)
- ESC (Cancel the current task)
- SHIFT when you insert a CD-ROM into the CD-ROM drive (Prevent the CD-ROM from automatically playing)

Dialog Box Keyboard Shortcuts

- CTRL+TAB (Move forward through the tabs)
- CTRL+SHIFT+TAB (Move backward through the tabs)
- TAB (Move forward through the options)
- SHIFT+TAB (Move backward through the options)
- ALT+Underlined letter (Perform the corresponding command or select the corresponding option)
- ENTER (Perform the command for the active option or button)
- SPACEBAR (Select or clear the check box if the active option is a check box)
- Arrow keys (Select a button if the active option is a group of option buttons)
- F1 key (Display Help)
- F4 key (Display the items in the active list)

- BACKSPACE (Open a folder one level up if a folder is selected in the Save As or Open dialog box)

Microsoft Natural Keyboard Shortcuts

- Windows Logo (Display or hide the Start menu)
- Windows Logo+BREAK (Display the System Properties dialog box)
- Windows Logo+D (Display the desktop)
- Windows Logo+M (Minimize all of the windows)
- Windows Logo+SHIFT+M (Restore the minimized windows)
- Windows Logo+E (Open My Computer)
- Windows Logo+F (Search for a file or a folder)
- CTRL+Windows Logo+F (Search for computers)
- Windows Logo+F1 (Display Windows Help)
- Windows Logo+ L (Lock the keyboard)
- Windows Logo+R (Open the Run dialog box)
- Windows Logo+U (Open Utility Manager)

Accessibility Keyboard Shortcuts

- Right SHIFT for eight seconds (Switch FilterKeys either on or off)
- Left ALT+left SHIFT+PRINT SCREEN (Switch High Contrast either on or off)
- Left ALT+left SHIFT+NUM LOCK (Switch the MouseKeys either on or off)
- SHIFT five times (Switch the StickyKeys either on or off)
- NUM LOCK for five seconds (Switch the ToggleKeys either on or off)
- Windows Logo +U (Open Utility Manager)

Windows Explorer Keyboard Shortcuts

- END (Display the bottom of the active window)
- HOME (Display the top of the active window)
- NUM LOCK+Asterisk sign (*) (Display all of the subfolders that are under the selected folder)
- NUM LOCK+Plus sign (+) (Display the contents of the selected folder)
- NUM LOCK+Minus sign (-) (Collapse the selected folder)

- LEFT ARROW (Collapse the current selection if it is expanded, or select the parent folder)
- RIGHT ARROW (Display the current selection if it is collapsed, or select the first subfolder)

Shortcut Keys for Character Map

- After you double-click a character on the grid of characters, you can move through the grid by using the keyboard shortcuts:
- RIGHT ARROW (Move to the right or to the beginning of the next line)
- LEFT ARROW (Move to the left or to the end of the previous line)
- UP ARROW (Move up one row)
- DOWN ARROW (Move down one row)
- PAGE UP (Move up one screen at a time)
- PAGE DOWN (Move down one screen at a time)
- HOME (Move to the beginning of the line)
- END (Move to the end of the line)
- CTRL+HOME (Move to the first character)
- CTRL+END (Move to the last character)
- SPACEBAR (Switch between Enlarged and Normal mode when a character is selected)

Microsoft Management Console (MMC) Main Window Keyboard Shortcuts

- CTRL+O (Open a saved console)
- CTRL+N (Open a new console)
- CTRL+S (Save the open console)
- CTRL+M (Add or remove a console item)
- CTRL+W (Open a new window)
- F5 key (Update the content of all console windows)
- ALT+SPACEBAR (Display the MMC window menu)
- ALT+F4 (Close the console)

- ALT+A (Display the Action menu)
- ALT+V (Display the View menu)
- ALT+F (Display the File menu)
- ALT+O (Display the Favorites menu)

MMC Console Window Keyboard Shortcuts

- CTRL+P (Print the current page or active pane)
- ALT+Minus sign (-) (Display the window menu for the active console window)
- SHIFT+F10 (Display the Action shortcut menu for the selected item)
- F1 key (Open the Help topic, if any, for the selected item)
- F5 key (Update the content of all console windows)
- CTRL+F10 (Maximize the active console window)
- CTRL+F5 (Restore the active console window)
- ALT+ENTER (Display the Properties dialog box, if any, for the selected item)
- F2 key (Rename the selected item)
- CTRL+F4 (Close the active console window. When a console has only one console window, this shortcut closes the console)

Remote Desktop Connection Navigation

- CTRL+ALT+END (Open the Microsoft Windows NT Security dialog box)
- ALT+PAGE UP (Switch between programs from left to right)
- ALT+PAGE DOWN (Switch between programs from right to left)
- ALT+INSERT (Cycle through the programs in most recently used order)
- ALT+HOME (Display the Start menu)
- CTRL+ALT+BREAK (Switch the client computer between a window and a full screen)
- ALT+DELETE (Display the Windows menu)
- CTRL+ALT+Minus sign (-) (Place a snapshot of the active window in the client on the Terminal server clipboard and provide the same functionality as pressing PRINT SCREEN on a local computer.)
- CTRL+ALT+Plus sign (+) (Place a snapshot of the entire client window area on the Terminal server clipboard and provide the same functionality as pressing ALT+PRINT

SCREEN on a local computer.)

Internet Explorer navigation

- CTRL+B (Open the Organize Favorites dialog box)
- CTRL+E (Open the Search bar)
- CTRL+F (Start the Find utility)
- CTRL+H (Open the History bar)
- CTRL+I (Open the Favorites bar)
- CTRL+L (Open the Open dialog box)
- CTRL+N (Start another instance of the browser with the same Web address)
- CTRL+O (Open the Open dialog box, the same as CTRL+L)
- CTRL+P (Open the Print dialog box)
- CTRL+R (Update the current Web page)
- CTRL+W (Close the current window)
-

Internet Explorer Keyboard Shortcuts

Viewing and exploring Web pages

F1 Display the Internet Explorer Help, or when in a dialog box, display context help on an item

F11 Toggle between Full Screen and regular view of the browser window

TAB Move forward through the items on a Web page, the Address bar, and the Links bar

SHIFT+TAB Move back through the items on a Web page, the Address bar, and the Links bar

ALT+HOME Go to your Home page

ALT+RIGHT ARROW Go to the next page

ALT+LEFT ARROW or

BACKSPACE Go to the previous page

SHIFT+F10 Display a shortcut menu for a link

CTRL+TAB or

F6 Move forward between frames

SHIFT+CTRL+TAB Move back between frames

UP ARROW Scroll toward the beginning of a document

DOWN ARROW Scroll toward the end of a document

PAGE UP Scroll toward the beginning of a document in larger increments

PAGE DOWN Scroll toward the end of a document in larger increments

HOME Move to the beginning of a document

END Move to the end of a document

CTRL+F Find on this page

F5 or

CTRL+R Refresh the current Web page only if the time stamp for the Web version and your locally stored version are different

CTRL+F5 Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same

ESC Stop downloading a page

CTRL+O or

CTRL+L Go to a new location

CTRL+N Open a new window

CTRL+W Close the current window

CTRL+S Save the current page

CTRL+P Print the current page or active frame

ENTER Activate a selected link

CTRL+E Open Search in Explorer bar

CTRL+I Open Favorites in Explorer bar

CTRL+H Open History in Explorer bar

CTRL+click In History or Favorites bars, open multiple folders

Using the Address bar

Press this To do this

ALT+D Select the text in the Address bar

F4 Display the Address bar history

CTRL+LEFT ARROW When in the Address bar, move the cursor left to the next

logical break (. or /)

CTRL+RIGHT ARROW When in the Address bar, move the cursor right to the next logical break (. or /)

CTRL+ENTER Add "www." to the beginning and ".com" to the end of the text typed in the Address bar

UP ARROW Move forward through the list of AutoComplete matches

DOWN ARROW Move back through the list of AutoComplete matches

Working with favorites

Press this To do this

CTRL+D Add the current page to your favorites

CTRL+B Open the Organize Favorites dialog box

ALT+UP ARROW Move selected item up in the Favorites list in the Organize Favorites dialog box

ALT+DOWN ARROW Move selected item down in the Favorites list in the Organize Favorites dialog box

Editing

Press this To do this

CTRL+X Remove the selected items and copy them to the Clipboard

CTRL+C Copy the selected items to the Clipboard

CTRL+V Insert the contents of the Clipboard at the selected location

CTRL+A Select all items on the current Web page

Remap the Right-Alt Key to be the Windows Key

Create a Scancode entry in the Registry as follows:

1. HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\Control\Keyboard Layout
2. Create a new binary entry called Scancode Map with the following values
3. 00 00 00 00 00 00 00 00 02 00 00 00 5B E0 38 E0 00 00 00 00
4. Reboot the computer

Front Page 2000 Shortcut Keys

Front Page has quite a few shortcut keys. My favorites are:

Center a paragraph CTRL+E

Left align a paragraph CTRL+L

Right align a paragraph CTRL+R

Display HTML tags CTRL+ /

Apply the Heading 1 style (ect.) CTRL+ALT+1

Apply the Normal style CTRL+SHIFT+ N

Not listed in their help is:

Cycle through Normal / HTML / Preview Ctrl-PgUp/ Down

If you are at the last row in a table, the TAB key will add a new row below the current one.

Fast Access to the Desktop

To get an Explorer view of the Desktop

1. Press Ctrl-Esc or click the Start button
2. Press R to go to Run. Note: If you are using a Win keyboard, you can get to this point by pressing Win+R
3. Type in a period

Opening Up the Task Manager in NT 4

In Windows NT 4, to quickly bring up the task manager, press Ctrl-Shift-Esc

MS-Natural Keyboard Shortcuts

Toggles between minimizing/restoring all windows

Submitted by Vinamra Chandra Win+D

Open the start menu - Submitted by Daniel F. Win

Display the pop-up menu for the selected object - Submitted by Daniel F. Win+F1

Start Explorer Win+E

Find Files or Folders Win+F

Find computer Ctrl+Win+F

Minimizes all windows Win+M

Undo Minimize All Shift+Win+M

Display Run Dialog box Win-R

Cycles through taskbar buttons Win+Tab

Displays System Properties Win+Break

Getting to My Computer from the Control Panel

If you're in Control Panel, hitting the Backspace key will switch you into the My Computer folder.

Undo

Press CTRL + Z to undo things like renaming a file in Explorer

Minimizing All Windows

To minimize all windows:

1. Press Ctrl-ESC to bring up the Task Bar
2. Press Alt-M

This makes it a lot easier to minimize windows when all your open applications are full screen.

Note from Bob: With the Microsoft Keyboard, you can accomplish the same thing by pressing the Window-M key.

Shortcut to System Properties

To access the System Properties screen quickly, simply hold down the ALT key while double clicking on the My Computer icon.

While holding the windows key, press the Pause / Break key.

This will open up the System Properties box.

From here you can easily get to the Device Manager

Duplicating the Right Mouse Click

Pressing the Shift-F10 key will be the same as clicking the right-mouse button.

Accessing Programs from the Start Button

To access your programs more quickly from your start button, without aid of a mouse, hit ctrl+esc to open your start menu.

Then, type the letter for the directory you are looking for.

For example, to access the ever popular game of solitaire, CTRL+ESC, then "P" for programs, "A" for accessories, "G" for games, then "S" for Solitaire.

If there is more than one entry for the letter, keep hitting the letter until you reach your desired location. Then, hit enter.

Quickly Starting Explorer

You can quickly start an explorer session by holding down the Windows key on a Microsoft Keyboard and pressing the E.key

Internet Explorer Shortcuts

Here are a few IE keyboard shortcuts:

Go 'Back' to the previous page Alt+Left Arrow

Go 'Forward' to the next page Alt+Right Arrow

Add to Favorites on the current web page Ctrl+D

Open the History folder Ctrl+H

Open the Organize Favorites window Ctrl+B

Lets you open a new web page Ctrl+L

Open a new browser window Ctrl+N

Reload the current page Ctrl+R

Close the active Internet Explorer window Ctrl+W

Bringing up the Properties Window

While holding the ALT key double click on an icon to bring up the properties.

Resizing and Moving a Window

To Resize or Move a window:

1. Press Alt-Space
2. Press the S key - To Resize

3. Press the M key - To Move

You can now use the arrow keys to resize or move the window

Key stroking is faster than mouse moving

1. In desktop you can press "m", "My Briefcase is highlighted, press "enter" will open this applet.
2. If you do not press "enter",
3. The next "m" key stroke will highlight "My Computer".
4. "Ctrl"- "Esc", press "P" for Programs, "enter", "M""enter", you get to the first program or folder that starts with "M"
5. Other applets will also be opened the same way.

Explorer Shortcut Keys

- F4 - Displays the Combo Box
- F5 - Refresh the display
- Ctrl+Z - Undo last action
- Backspace - Go up one directory