

WINDOWS XP

DISCLAIMER:

This reference guide is meant for experienced Microsoft Windows users.












It provides a list of quick tips and shortcuts for familiar features.

This guide does **NOT** replace training or a comprehensive instruction manual.

KEYBOARD SHORTCUTS

The following shortcuts are enabled with the default installation of Windows XP

*The Windows key  is located between **Ctrl** and **Alt***

Key Combination	Description
	Display the Start menu
 D	Display the Desktop
 E	Open My Computer
 F	Find files
 L	Lock computer
 M	Minimize
 R	Run
 S	Speech (if speech is enabled, a voice will read the document aloud)
 U	Utility Manager
 V	Launches Speech Recognition
Ctrl Esc	Displays the Start menu
Alt Tab 	Cycles between open applications
Ctrl F6	Cycles between open windows of an application