100 Shortcuts using keyboard

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)
m*cro$oft 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)
m*cro$oft Management Console :::(MMC) Main Window Keyboard Shortcuts
CTRL+O :::(Open a saved console)
CTRL+N :::(Open a new console)
CTRL+S :::(Save the open console)
CTRL+M :::(Add or remove a console item)
CTRL+W :::(Open a new window)
F5 key :::(Update the content of all console windows)
ALT+SPACEBAR :::(Display the MMC window menu)
ALT+F4 :::(Close the console)
ALT+A :::(Display the Action menu)
ALT+V :::(Display the View menu)
ALT+F :::(Display the File menu)
ALT+O :::(Display the Favorites menu)
MMC Console Window Keyboard Shortcuts
CTRL+P :::(Print the current page or active pane)
ALT+Minus sign :::(-) :::(Display the window menu for the active console window)
SHIFT+F10 :::(Display the Action shortcut menu for the selected item)
F1 key :::(Open the Help topic, if any, for the selected item)
F5 key :::(Update the content of all console windows)
CTRL+F10 :::(Maximize the active console window)
CTRL+F5 :::(Restore the active console window)
ALT+ENTER :::(Display the Properties dialog box, if any, for the selected item)
F2 key :::(Rename the selected item)
CTRL+F4 :::(Close the active console window. When a console has only one console window, this shortcut closes the console)
Remote Desktop Connection Navigation
CTRL+ALT+END :::(Open the m*cro$oft 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.)
m*cro$oft 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)