

## Window manipulation keys

### Application windows:

<b>Keys:</b>	<b>Action:</b>
ALT+F4	Closes the active application window. (This can also be opened from the Program menu of the active application.)
ALT+SPACE	Opens the Program menu from the leftmost icon on the title bar of the active window. The Program menu typically contains the following commands: Restore, Move, Size, Minimize, Maximize and Close.
ALT+TAB	Switches to the most recently used application window. To select an application from a list, continue to hold ALT down and press TAB more than once to move through the list. Add SHIFT to reverse direction through the list.
ALT+ESC	Switches keyboard focus to next application window, including minimized windows on the taskbar. Press ESC more than once to switch through successive windows and add SHIFT to reverse the direction.
PRINT SCREEN	Copies an image of the screen to the clipboard.
ALT+PRINT SCREEN	Copies an image of the active window to the clipboard.

### Document windows:

<b>Keys:</b>	<b>Action:</b>
CTRL+F4	Closes the active document window.
CTRL+F6	Switches to next document window in the active application. Add SHIFT to switch to the previous document window.
ALT+HYPHEN	Opens the Document menu from the leftmost icon on the title bar of the active document window. The Document menu typically contains the following commands: Restore, Move, Size, Minimize, Maximize and Close.