

Atalhos de teclado do Windows Explorer

Title: Mastering Windows Explorer Keyboard Shortcuts

Introduction: Windows Explorer is an essential tool for navigating and managing files and folders on a Windows operating system. Knowing the right keyboard shortcuts can greatly enhance your productivity and efficiency while using Windows Explorer. In this article, we will explore some of the most useful keyboard shortcuts and their practical applications in the Windows environment.

Examples:

1. Navigation Shortcuts:

- Windows Key + E: Opens Windows Explorer.
- Alt + D: Selects the address bar, allowing you to quickly type a new location.
- Backspace: Takes you up one level in the folder hierarchy.
- Ctrl + N: Opens a new Windows Explorer window.
- Alt + Left Arrow: Goes back to the previous folder.
- Alt + Right Arrow: Goes forward to the next folder.

2. Selection Shortcuts:

- Ctrl + A: Selects all files and folders in the current window.
- Ctrl + Click: Allows you to select multiple non-contiguous files or folders.
- Shift + Click: Selects a range of files or folders between the first and last selected items.
- Ctrl + Shift + N: Creates a new folder in the current location.

3. File and Folder Operations:

- F2: Renames the selected file or folder.
- Ctrl + X: Cuts the selected file or folder.
- Ctrl + C: Copies the selected file or folder.
- Ctrl + V: Pastes the cut or copied file or folder.
- Delete: Deletes the selected file or folder (sends it to the Recycle Bin).
- Shift + Delete: Permanently deletes the selected file or folder without sending it to the Recycle Bin.

4. Searching and Filtering Shortcuts:

- Ctrl + F: Opens the search box within Windows Explorer.

- F3: Initiates a search within the current folder.
- Ctrl + E: Focuses the search box in the current window.
- Ctrl + Shift + F: Opens a search window to search for files and folders.

Conclusion: Mastering keyboard shortcuts in Windows Explorer can significantly improve your efficiency and speed when managing files and folders in a Windows environment. By incorporating these shortcuts into your workflow, you can save time and navigate through your files more effectively. Experiment with these shortcuts and discover which ones work best for you. Happy exploring!