

Shortcut Keys	Description
Alt+F	File menu options in the current program.
Alt+E	Open Edit options in the current program.
Alt+Tab	Switch between open programs.
F1	View help information (F1 is used by almost every Windows program to display help).
F2	Rename a selected file.
F5	Refresh the current program window.
Ctrl+D	Bookmark the current page in most Internet browsers. Create a new or blank document in some software or open a new tab in most Internet browsers.
Ctrl+N	
Ctrl+O	Open a file in the current software.
Ctrl+A	Select all text.
Ctrl+B	Change the selected text to bold or remove bold.
Ctrl+I	Change the selected text to italics or remove italics.
Ctrl+U	Change selected text to underlined or remove underline.
Ctrl+F	Open the find window for the current document, web page, or window.
Ctrl+S	Save the current document file.
Ctrl+X	Cut the selected item.
Shift+Del	Cut the selected item.
Ctrl+C	Copy the selected item.
Ctrl+Ins	Copy the selected item.
Ctrl+V	Paste
Shift+Insert	Paste
Ctrl+Y	Redo the last action.
Ctrl+Z	Undo the last action.
Ctrl+K	Insert hyperlink for the selected text.
Ctrl+P	Print the current page or document.
Home	Go to the beginning of the current line.
Ctrl+Home	Go to the beginning of the document.
End	Go to the end of the current line.
Ctrl+End	Go to the end of the document.
Shift+Home	Highlight from the current position to the beginning of the line.
Shift+End	Highlight from the current position to the end of the line.
Ctrl+←	Move one word to the left at a time.
Ctrl+→	Move one word to the right at a time.
Ctrl+Esc	Open the Start menu.
Ctrl+Shift+Esc	Open Windows Task Manager.
Alt+F4	Close the currently active program.
Alt+Enter	Open the properties for the selected item (file, folder, shortcut, etc.).
Windows key+L	Lock the computer, requiring password entry to access again.
Windows key+X	Access the Power User Tasks Menu in Windows 8 and Windows 10.
Windows key+↓	Minimize the active program window.
Windows key+↑	Maximize the active program window.