

UNIT-IV

SHORTCUT KEYS FOR OPERATING COMPUTERS (WINDOWS OS)

Keyboard shortcuts are key combinations that help users perform tasks quickly without using a mouse. They save time and improve productivity.

Basic Windows Shortcuts

Shortcut Key	Description
Ctrl + C	Copy selected text or item
Ctrl + X	Cut selected text or item
Ctrl + V	Paste copied or cut text/item
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last undone action
Ctrl + A	Select all items or text in a window
Ctrl + S	Save the current document or file
Ctrl + P	Print the current page or document
Alt + F4	Close the current program/window
Alt + Tab	Switch between open applications
Ctrl + Alt + Del	Opens security options (Lock, Task Manager)

File and Folder Management

Shortcut Key	Description
Ctrl + N	Create a new folder or window
Ctrl + W	Close current File Explorer window
Windows + E	Open File Explorer
Delete	Delete selected file or folder
Shift + Delete	Permanently delete without sending to Recycle Bin
Ctrl + Shift + N	Create a new folder

Text Editing Shortcuts (Word Processors like MS Word)

Shortcut Key	Description
Ctrl + B	Bold selected text

Shortcut Key	Description
Ctrl + I	Italicize selected text
Ctrl + U	Underline selected text
Ctrl + F	Find a word or phrase in the document
Ctrl + H	Find and replace text
Ctrl + Right Arrow	Move cursor one word to the right
Ctrl + Left Arrow	Move cursor one word to the left

Internet Browsing Shortcuts

Shortcut Key	Description
Ctrl + T	Open new browser tab
Ctrl + W	Close current tab
Ctrl + Shift + T	Reopen last closed tab
Ctrl + L / Alt + D	Highlight the address bar
Ctrl + Tab	Switch between tabs
Ctrl + D	Bookmark the current page

Windows System Control

Shortcut Key	Description
Windows + D	Show desktop (minimize all windows)
Windows + L	Lock the computer
Windows + R	Open Run dialog box
Windows + I	Open Windows Settings
Windows + S	Open Search bar
Windows + Arrow Keys	Snap windows to screen corners