CHAPTER ONE

Fifteen (15) Special Keyboard Shortcuts

The fifteen special keyboard shortcuts are fifteen (15) shortcut keys every computer user should know.

The following table contains the list of keyboard shortcuts every computer user should know.

1. **Ctrl + A:** Control plus A, highlights or selects everything you have in the environment where you are working.

   *If you are like **"Wow, the content of this document is large and there is no time to select all of it, besides, it's going to mount pressure on my computer?"** Using the mouse for this is an outdated method of handling a task like selecting all, Ctrl+A will take care of that in mere seconds.*

2. **Ctrl + C:** Control plus C copies any highlighted or selected element within the work environment.

   Saves the time and stress which would have been used to right click and click again just to copy. Use Ctrl+C.

3. **Ctrl + N:** Control plus N opens a new window or file.

   *Instead of clicking **File**, **New**, **blank/ template** and another **click**, just press **Ctrl + N** and a fresh window or file will appear instantly.*

4. **Ctrl + O:** Control plus O opens an existing file.

   Use ctrl +O when you want to locate / open a file or program.

5. **Ctrl + P:** Control plus P prints the active document.

   Always use this to locate the printer dialog box and print.

6. **Ctrl + S:** Control plus S saves a new document or file and changes made by the user.

Touching your mouse right now? Please stop! Don't use the mouse. Just press Ctrl+S and everything will be saved.

7. **Ctrl +V:** Control plus V pastes copied elements into the active area of the program in use.

   Using ctrl+V in a case like this Saves the time and stress of right clicking and clicking again just to paste.

8. **Ctrl + W:** Control plus W is used to close the page you are working on when you want to leave the work environment.

   "There is a way Peace does this without using the mouse. Oh my God, why didn't I learn it then?" Don't worry, I have the answer, Peace presses Ctrl+W to close active windows.

9. **Ctrl + X:** Control plus X cuts elements (making the elements to disappear from their original place). The difference between cutting and deleting elements is that in Cutting, what was cut doesn't get lost permanently but prepares itself so that it can be pasted in another location selected by the user.

   *Use ctrl+x when you think **"This shouldn't be here and I can't stand the stress of retyping or redesigning it in the rightful place it belongs".***

10. **Ctrl + Y:** Control plus Y redoes an undone action.

    Ctrl+Z brought back what you don't need? Press Ctrl+ Y to remove it again.

11. **Ctrl + Z:** Control plus Z undoes actions.

    Can't find what you typed now or a picture you inserted, it suddenly disappeared or you mistakenly removed it? Press Ctrl+Z to bring it back.

12. **Alt + F4:** Alternative plus F4 closes active windows or items.

> *You don't need to move the mouse in order to close an active window, just press **Alt + F4** if you are done or don't want somebody who is coming to see what you are doing.*

13. **Ctrl + F6:** Control plus F6 Navigates between open windows, making it possible for a user to see what is happening in windows that are active.

> *Are you working in Microsoft Word and want to find out if the other active window where your browser is loading a page is still progressing?* Use Ctrl + F6.

14. **F1:** This displays the help window.

> *Is your computer malfunctioning? Use **F1** to find help when you don't know what next to do.*

15. **F12:** This enables user to make changes to an already saved document.

F12 is the shortcut to use when you want to change the format in which you saved your existing document, password it, change its name, change the file location or destination, or make other changes to it. Using the shortcut will save you time.

Short Forms Used in this Book and their Full Meaning.

The following are the short forms of keyboard shortcuts used in this book and their full meaning.

1.	Alt	-	Alternate Key
2.	F	-	Function Key
3.	Ctrl	-	Control Key
4.	Shft	-	Shift Key
5.	Win	-	Windows logo key
6.	Tab	-	Tabulate Key
7.	Num Lock	-	Number Lock Key
8.	Esc	-	Escape Key
9.	Caps Lock	-	Caps Lock Key

CHAPTER TWO

Windows 10 Shortcut Keys.
(Using Windows 10)

Top Keyboard Shortcuts

This top keyboard shortcuts list contains key combinations that are commonly used for Windows 10.

Shortcut	Action
Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+X	Cut the selected item
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+Z	Undo an action
Alt+Tab	Switch between open apps
Alt+F4	Close the active item, or exit the active app
Windows logo key ⊞+L	Lock your PC or switch accounts
Windows logo key ⊞+D	Display and hide the desktop

New Keyboard Shortcuts

The following table contains new keyboard shortcuts that you can use in Windows 10.

Shortcut	Action
Windows logo key ⊞ +A	Open Action center
Windows logo key⊞ +S	Open search
Windows logo key⊞ +C	Open Cortana in listening mode **Note** • Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key⊞ +Tab	Open Task view
Windows logo key ⊞ +Ctrl+D	Add a virtual desktop
Windows logo key ⊞ +Ctrl+Right arrow	Switch between virtual desktops you've created on the right
Windows logo key ⊞ +Ctrl+Left arrow	Switch between virtual desktops you've created on the left
Windows logo key ⊞ +Ctrl+F4	Close the virtual desktop you're using

General Keyboard Shortcuts

The following table contains general keyboard shortcuts in Windows.

Shortcut	Action
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt+F4	Close the active item, or exit the active app
Alt+Esc	Cycle through items in the order in which they were opened
Alt+underlined letter	Perform the command for that letter
Alt+Enter	Display properties for the selected item
Alt+Spacebar	Open the shortcut menu for the active window
Alt+Left arrow	Go back
Alt+Right arrow	Go forward
Alt+Page Up	Move up one screen
Alt+Page Down	Move down one screen
Alt+Tab	Switch between open apps
Ctrl+F4	Close the active document (in apps that are full-screen and allow you to have multiple documents open simultaneously)
Ctrl+A	Select all items in a document or window
Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin

Ctrl+R (or F5)	Refresh the active window
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+X	Cut the selected item
Ctrl+Y	Redo an action
Ctrl+Z	Undo an action
Ctrl+Right arrow	Move the cursor to the beginning of the next word
Ctrl+Left arrow	Move the cursor to the beginning of the previous word
Ctrl+Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl+Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl+Alt+Tab	Use the arrow keys to switch between all open apps
Ctrl+arrow key (to move to an item)+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+Shift with an arrow key	Select a block of text
Ctrl+Esc	Open Start
Ctrl+Shift+Esc	Open Task Manager
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl+Spacebar	Turn the Chinese input method editor (IME) on or off
Shift+F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
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

Windows Logo Key Keyboard Shortcuts

One of the keys on Microsoft computer keyboard that has its logo on it. Search for this ⊞ on your keyboard. It is usually placed between the Ctrl and Alt keys on the left part of the keyboard.

The following table contains keyboard shortcuts that use the Windows logo key ⊞.

Shortcut	Action
Windows logo key ⊞	Open or close Start
Windows logo key ⊞+A	Open Action center
Windows logo key ⊞+B	Set focus in the notification area
Windows logo key ⊞+C	Open Cortana in listening mode **Note** Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key ⊞+D	Display and hide the desktop
Windows logo key ⊞+E	Open File Explorer
Windows logo key ⊞+G	Open Game bar when a game is open
Windows logo key ⊞+H	Open the Share charm
Windows logo key ⊞+I	Open Settings
Windows logo key ⊞+K	Open the Connect quick action
Windows logo key ⊞+L	Lock your PC or switch accounts

Windows logo key ⊞+M	Minimize all windows
Windows logo key ⊞+O	Lock device orientation
Windows logo key ⊞+P	Choose a presentation display mode
Windows logo key ⊞+R	Open the Run dialog box
Windows logo key ⊞+S	Open Search
Windows logo key ⊞+T	Cycle through apps on the taskbar
Windows logo key ⊞+U	Open Ease of Access Center
Windows logo key ⊞+V	Cycle through notifications
Windows logo key ⊞+Shift+V	Cycle through notifications in reverse order
Windows logo key ⊞+X	Open the Quick Link menu
Windows logo key ⊞+Z	Show the commands available in an app in full-screen mode
Windows logo key ⊞+comma (,)	Temporarily peek at the desktop
Windows logo key ⊞+Pause	Display the System Properties dialog box
Windows logo key ⊞+Ctrl+F	Search for PCs (if you're on a network)
Windows logo key ⊞+Shift+M	Restore minimized windows on the desktop
Windows logo key ⊞+number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key ⊞+Shift+number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the

	number
Windows logo key ⊞+Ctrl+number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Windows logo key ⊞+Alt+number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows logo key ⊞ +Ctrl+Shift+number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
Windows logo key ⊞+Tab	Open Task view
Windows logo key ⊞+Ctrl+B	Switch to the app that displayed a message in the notification area
Windows logo key ⊞+Up arrow	Maximize the window
Windows logo key ⊞+Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key ⊞+Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key ⊞+Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key ⊞+Home	Minimize all but the active desktop window (restores all windows on second stroke)
Windows logo key ⊞+Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key ⊞+Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key ⊞+Shift+Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key ⊞+Spacebar	Switch input language and keyboard layout

Windows logo key ⊞+Ctrl+Spacebar	Change to a previously selected input
Windows logo key ⊞+Enter	Open Narrator
Windows logo key ⊞+forward slash (/)	Initiate IME reconversion
Windows logo key ⊞+plus (+) or minus (-)	Zoom in or out using Magnifier
Windows logo key ⊞+Esc	Exit Magnifier

Taskbar Keyboard Shortcuts

The *taskbar* is the long horizontal bar at the bottom of your computer screen.

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

Shortcut	Action
Shift+click a taskbar button	Open an app or quickly open another instance of an app
Ctrl+Shift+click a taskbar button	Open an app as an administrator
Shift+right-click a taskbar button	Show the window menu for the app
Shift+right-click a grouped taskbar button	Show the window menu for the group
Ctrl+click a grouped taskbar button	Cycle through the windows of the group