

# Windows Keyboard Shortcuts

## Windows Function Keys

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**F2:** Renames a highlighted icon or file. Alt + Ctrl + F2 and Ctrl + F2 give some more functions.

**F3:** Search feature for many programs including web browsers.

**F4:** Repeats last action performed while typing in Microsoft Word. Alt + F4 key closes all active windows. Ctrl + F4 close the front most windows.

**F5:** Refreshes (updates) pages in web browsers and other applications.

**F6:** Moves cursor to writing web address at the address bar.

**F7:** Normally opens a “spell checker” but this key can be reassigned, depending on configurations and software.

**F8:** It can perform several functions, and does not have an assigned Windows default. However, when starting Windows 2000 or Windows XP, holding the F8 key will boot in Safe Mode.

**F9:** Opens the Measurements toolbar in Quark 5.0.

**F10:** Activates the menu bar in many programs. Shift + F10 + mouse can be used for an external function.

**F11:** Sets to full screen on most of the programs.

**F12:** In Microsoft Word, this key can be used for saving documents, and also opens up developer tools window in most of the browsers, and, on most of the newer computers that allow PXE Boot, this button allows users to boot from the network.