

# Basic PC shortcut keys

Below is a list of some of the most commonly used basic shortcut keys that work with IBM compatible computers and software. We highly recommended that all users keep a reference to these shortcut keys or try to memorize them. Doing so will dramatically increase your productivity.

Besides the special character shortcuts listed here, some are also on the number keys (below the F1 - F12 keys). You can enter these special characters by pressing the Shift key and the number key that has the special character listed on it.

Shortcut Keys	Description
Alt+F	File menu options in current program.
Alt+E	Open <i>Edit</i> options in current program.
Alt+Tab	Switch between open <b>programs</b> .
F1	View <b>help</b> information (F1 is used by almost

	every Windows program to display help).
<b>F2</b>	<b>Rename</b> a selected file.
<b>F5</b>	<b>Refresh</b> the current program window.
<b>Ctrl+D</b>	<b>Bookmarks</b> the current page in most <b>Internet</b> browsers.
<b>Ctrl+N</b>	Create a new or blank <b>document</b> in some software, or open a new <b>tab</b> in most <b>Internet</b> browsers.
<b>Ctrl+O</b>	<b>Open</b> a file in the current software.
<b>Ctrl+A</b>	<b>Select all</b> text.
<b>Ctrl+B</b>	Change selected text to be <b>bold</b> .
<b>Ctrl+I</b>	Change selected text to be in <b>italics</b> .
<b>Ctrl+U</b>	Change selected text to be <b>underlined</b> .
<b>Ctrl+F</b>	Open <b>find</b> window for current document or window.

<b>Ctrl+S</b>	Save current document file.
<b>Ctrl+X</b>	Cut selected item.
<b>Shift+Del</b>	Cut selected item.
<b>Ctrl+C</b>	Copy selected item.
<b>Ctrl+Ins</b>	Copy selected item
<b>Ctrl+V</b>	Paste
<b>Shift+Ins</b>	Paste
<b>Ctrl+Y</b>	Redo last action.
<b>Ctrl+Z</b>	Undo last action.
<b>Ctrl+K</b>	Insert <b>hyperlink</b> for selected text.
<b>Ctrl+P</b>	Print the current page or document.
<b>Home</b>	Goes to beginning of current <b>line</b> .
<b>Ctrl+Home</b>	Goes to beginning of document.

<b>End</b>	Goes to end of current line.
<b>Ctrl+End</b>	Goes to end of document.
<b>Shift+Home</b>	<b>Highlights</b> from current position to beginning of line.
<b>Shift+End</b>	Highlights from current position to end of line.
<b>Ctrl+Left arrow</b>	Moves one <b>word</b> to the left at a time.
<b>Ctrl+Right arrow</b>	Moves one word to the right at a time.
<b>Ctrl+Esc</b>	Open the <b>Start menu</b> .
<b>Ctrl+Shift+Esc</b>	Open Windows <b>Task Manager</b> .
<b>Alt+F4</b>	Close the currently active program.
<b>Alt+Enter</b>	Open the <b>properties</b> for the selected item (file, folder, shortcut, etc.).