Useful Windows Key Combinations

Basic computer shortcut keys:

- F1 − Universal help (for any program).
- Tab – move to the next field in the form
- Shift + Tab – move to the previous field in the form
- Alt + F − File menu options in the current program (use arrow keys to select the desired option and Enter to activate it).
- Alt + E − Edit options in the current program.
- Ctrl + A − Select all text.
- Ctrl + X − Cut the selected item(s).
- Ctrl + C − Copy the selected item(s).
- Ctrl + V − Paste the selected item(s).
- Ctrl + O − Open a file in most programs
- Ctrl + Backspace − Delete previous word
- Ctrl + Del − Delete next word

- 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 a document.
- Shift + Home − Highlight from current position to beginning of the line.
- Ctrl + Shift + Home − Highlight from current position to beginning of a document.
- Shift + End − Highlight from current position to end of the line.
- Ctrl + Shift + End − Highlight from current position to end of a document.
- Ctrl + Left arrow − Move one word to the left at a time.
- Ctrl + Right arrow − Move one word to the right at a time.

Microsoft Windows shortcut keys:

- Alt + Tab − Switch between open applications.
- Alt + Shift + Tab − Switch backward between open applications.
- Alt + Print Screen − Create screenshot for the current program.
- Ctrl + Alt + Del − Reboot computer or open Windows Task Manager.
- Ctrl + Shift + Esc – open Windows Task Manager.
- Ctrl + Esc − Bring up the start menu.
- Alt + Space − Move a window (choose move, use arrow keys to move, press Enter to confirm
- F2 − Rename selected file.
- F4 − Open the drive selection when browsing.
- F5 − Refresh contents.
- Alt + F4 − Close current open program.
- Ctrl + F4 − Close window in program.
- Ctrl + Plus Key − Automatically adjust widths of all columns in Windows Explorer.
- Alt + Enter − Open properties window of selected icon or program.
- Shift + F10 − Simulate right-click on selected item(s).
- Shift + Del − Delete file(s) permanently.
- Shift + click on the taskbar program − Open a new program window
- Holding Shift During Boot up − Boot safe mode or bypass system files.
- WINKEY + D − Bring desktop to the top of other windows.

- WINKEY + M − Minimize all windows.
- WINKEY + SHIFT + M − Undo the minimize done by WINKEY + M and WINKEY + D.
- WINKEY + Tab − Cycle through open programs on the taskbar (use arrow keys to select a window and enter to switch to it).
- WINKEY + E − Open Microsoft Explorer.
- WINKEY + R − Open the run window.
- WINKEY + Pause /Break − Open the system properties window.
- WINKEY + U − Open utility manager.
- WINKEY + L − Lock the computer.
- WINKEY + down arrow − Unmaximize a maximized window or minimize unmaximized window
- WINKEY + down arrow twice − Minimize a maximized window
- WINKEY + up arrow − Maximize a window
- WINKEY + S − Display the Windows Search/Find feature.
- WINKEY + F1 − Display the Microsoft Windows help.
- WINKEY + CTRL + F − Display the search for computers window.

Web browser shortcut keys:

- Ctrl + click on a link – open link in new tab
- Ctrl + L – web address
- Ctrl + E – search using a search engine
- Ctrl + T – open new tab
- Ctrl + N – open new window
- Ctrl + W – close tab
- Ctrl + Tab – next tab
- Ctrl + Shift + Tab – previous tab
- Ctrl + Shift + T – restore previously closed tab
- Ctrl + 1 , … , Ctrl + 8 – first tab, …, eight tab
- Ctrl + 9 – last tab

Word shortcut keys:

- Ctrl + A − Select all contents of the page.
- Ctrl + B − Bold highlighted selection.
- Ctrl + C − Copy selected text.
- Ctrl + X − Cut selected text.
- Ctrl + N − Open new/blank document.
- Ctrl + O − Open options.
- Ctrl + P − Open the print window.
- Ctrl + F − Open find box.
- Ctrl + I − Italicize highlighted selection.
- Ctrl + K − Insert link.
- Ctrl + U − Underline highlighted selection.
- Ctrl + V − Paste.
- Ctrl + Y − Redo the last action performed.
- Ctrl + Z − Undo last action.
- Ctrl + G − Go to.
- Ctrl + H − Find and replace options.
- Ctrl + J − Justify paragraph alignment.

- Ctrl + L − Align selected text or line to the left.
- Ctrl + Q − Align selected paragraph to the left.
- Ctrl + E − Align selected text or line to the center.
- Ctrl + R − Align selected text or line to the right.
- Ctrl + M − Indent the paragraph.
- Ctrl + T − Hanging indent.
- Ctrl + D − Font options.
- Ctrl + Shift + F − Change the font.
- Ctrl + Shift + > − Increase selected text font size by 1.
- Ctrl + Shift + < − Decrease selected text font size by 1.
- Ctrl +] − Increase selected text font size by 1.
- Ctrl + [− Decrease selected text font size by 1.
- Ctrl + Shift + * − View or hide non printing characters.
- Ctrl + Left arrow − Move one word to the left.
- Ctrl + Right arrow − Move one word to the right.
- Ctrl + Up arrow − Move to the beginning of the line or paragraph.
- Ctrl + Down arrow − Move to the end of the paragraph.
- Ctrl + Del − Delete word to the right of the cursor.
- Ctrl + Backspace − Delete word to the left of the cursor.
- Ctrl + End − Move cursor to end of the document.
- Ctrl + Home − Move cursor to the beginning of the document.
- Ctrl + Space − Reset highlighted text to default font.
- Ctrl + 1 − Single-space lines.
- Ctrl + 2 − Double-space lines.
- Ctrl + 5 − 1.5–line spacing.
- Ctrl + Alt + 1 – Change text to heading 1.
- Ctrl + Alt + 2 – Change text to heading 2.
- Ctrl + Alt + 3 – Change text to heading 3.
- Shift + F3 − Change case of selected text.
- Shift + Insert − Paste.
- F4 − Repeat the last action performed.
- F7 − Spell check selected text and/or document.
- Shift + F7 − Activate the thesaurus.
- F12 − Save as.
- Ctrl + S − Save.
- Shift + F12 − Save.
- Alt + Shift + D − Insert the current date.
- Alt + Shift + T − Insert the current time.
- Ctrl + W − Close document.

Excel shortcut keys:

- F2 − Edit the selected cell.
- F5 − Go to a specific cell.
- F7 − Spell check selected text and/or document.
- F11 − Create chart
- Ctrl + Shift + ; − Enter the current time.
- Ctrl + ; − Enter the current date
- Alt + Shift + F1 − Insert new worksheet.
- Shift + F3 − Open the Excel formula window.
- Shift + F5 − Bring up the search box

- Ctrl + A − Select all contents of a worksheet.
- Ctrl + B − Bold highlighted selection.
- Ctrl + I − Italicize highlighted selection.
- Ctrl + C − Copy selected text.
- Ctrl + V − Paste
- Ctrl + D − Fill
- Ctrl + K − Insert link
- Ctrl + F − Open find and replace options.
- Ctrl + G − Open go–to options.
- Ctrl + H − Open find and replace options.
- Ctrl + U − Underline highlighted selection.
- Ctrl + Y − Underline selected text.
- Ctrl + 5 − Strikethrough highlighted selection.
- Ctrl + O − Open options.
- Ctrl + N − Open new document.
- Ctrl + P − Open print dialog box.
- Ctrl + S − Save.
- Ctrl + Z − Undo last action.
- Ctrl + F9 − Minimize current window.
- Ctrl + F10 − Maximize currently selected window.
- Ctrl + F6 − Switch between open workbooks/windows.
- Ctrl + Page up & Page Down − Move between Excel worksheets in the same document.
- Ctrl + Tab − Move between two or more open Excel files
- Alt + = − Create the formula to sum all of the above cells.
- Ctrl + − Insert the value of above cell into the current cell.
- Ctrl + Shift + ! − Format number in comma format.
- Ctrl + Shift + $ − Format number in currency format.
- Ctrl + Shift + # − Format number in date format.
- Ctrl + Shift + % − Format number in percentage format.
- Ctrl + Shift + ^ − Format number in scientific format.
- Ctrl + Shift + @ − Format number in time format.
- Ctrl + (Right arrow) − Move to next section of text.
- Ctrl + Space − Select entire column.
- Shift + Space − Select entire row.
- Ctrl + W − Close document.

Outlook shortcut keys:

- Alt + S − Send the email.
- Ctrl + C − Copy selected text.
- Ctrl + X − Cut selected text.
- Ctrl + P − Open print dialog box.
- Ctrl + K − Complete name/email typed in address bar.
- Ctrl + B − Bold highlighted selection.
- Ctrl + I − Italicize highlighted selection.
- Ctrl + U − Underline highlighted selection.
- Ctrl + R − Reply to an email.
- Ctrl + F − Forward an email.
- Ctrl + N − Create a new email.
- Ctrl + Shift + A − Create a new appointment to your calendar.
- Ctrl + Shift + O − Open the outbox.

- Ctrl + Shift + I − Open the inbox.
- Ctrl + Shift + K − Add a new task.
- Ctrl + Shift + C − Create a new contact.
- Ctrl + Shift+ J − Create a new journal entry.