

# Keys Action

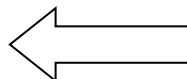
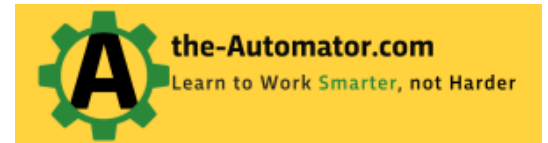
<b>Alt + Tab</b>	Switches between open programs (use Alt+Tab+Shift to go backward)
Win	Opens start menu
Win + B	Set focus to the first icon in the Taskbar corner
<b>Win + E</b>	Starts Explorer
<b>Win + F</b>	Find Files or Folders
<b>Win + . (Period)</b>	Use emojis in any program
Shift + F10	Context menu
<b>Win + M</b>	Minimize All ( <b>Shift + Win + M</b> brings them back)
Win + H	Launch Voice Typing
Win + I	Opens Windows Settings
Win + R	Run dialog
Win + S	Windows Search
Win + U	Open Accessibility Settings
<b>Win + V</b> (Win10+)	Windows Clipboard Manager
Win + X	Open the Quick Link menu
Win + Pause	Opens Start > Settings > System > About
Win + Up	Maximize Window
Win + Down	Minimize Window
<b>Win + Shift + Left/ Right</b>	Move program to corresponding monitor
Win + Plus/Minus	Zoom in / Zoom Out
Win + PrintScreen	Save full screen to file

<b>Ctrl + A</b>	Select All
<b>Ctrl + X</b>	Cut
<b>Ctrl + C</b>	Copy
<b>Ctrl + V</b>	Paste
<b>Ctrl + Z</b>	Undo
<b>Ctrl + Y</b>	Redo
<b>Ctrl + F</b>	Find
<b>Ctrl + H</b>	Replace

<b>Ctrl + Left Arrow</b>	Moves one word to the left
<b>Ctrl + Right Arrow</b>	Moves one word to the right
<b>Ctrl + Delete</b>	Deletes word
<b>Shift + End</b>	Selects the rest of line
<b>Shift+ Home</b>	Selects all of line to left
Double Click Mouse	Selects the entire word
Triple Click Mouse	Selects the entire sentence
Ctrl + Page Up	Moves 1 page up
Ctrl + Page Down	Moves 1 page down
Home	Moves to beginning of line
End	Moves to end of line
Ctrl + Home	Moves to beginning of document
Ctrl + End	Moves to end of document

<b>Ctrl + I</b>	Italicize
<b>Ctrl + B</b>	Bold
<b>Ctrl + U</b>	Underline

<b>Ctrl + O</b>	Open file
<b>Ctrl + N</b>	New
<b>Ctrl + S</b>	Save
Ctrl + P	Print



Note: You do not have to select the entire word to use these, just have your cursor somewhere on the word.