# Questions? E-mail me at: [Info@the-Automator.com](mailto:Info@the-Automator.com)

Keys Action

**Alt + Tab** 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

A picture containing text

Description automatically generated**Win + E**  Starts Explorer

**Win + F** Find Files or Folders

**Win + . (Period)** Use emojis in any program

Shift + F10 Context menu

**Win + M**  Minimize All (**Shift + Win + M 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

**Win + V** (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

**Win + Shift + Left/ Right** Move program to corresponding monitor

Win + Plus/Minus Zoom in / Zoom Out

Win + PrintScreen Save full screen to file

**Ctrl + A** Select All

**Ctrl + X**  Cut

**Ctrl + C**  Copy

**Ctrl + V** Paste

**Ctrl + Z** Undo

**Ctrl + Y** Redo

**Ctrl + F** Find

**Ctrl + H** Replace

**Ctrl + Left Arrow** Moves one word to the left

**Ctrl + Right Arrow** Moves one word to the right

**Ctrl + Delete** Deletes word

**Shift + End** Selects the rest of line

**Shift+ Home**  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

**Ctrl + I** Italicize

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

**Ctrl + B** Bold

**Ctrl + U**  Underline

**Ctrl + O** Open file

**Ctrl + N** New

**Ctrl + S** Save

Ctrl + P Print