# WINDOWS
## KEYBOARD SHORTCUTS

*"boosting efficiency and productivity"*

## BASICS — ones you'll use most often

| Ctrl | + | A | **Select All** Items in a Window |
| Ctrl | + | C | **Copy** Selected/Highlighted Item |
| Ctrl | + | V | **Paste** Selected/Highlighted Item |
| Ctrl | + | X | **Cut** Selected/Highlighted Item |
| Ctrl | + | Z | **Undo** Previous Action |
| Ctrl | + | Y | **Redo** Action |

**Shift** + **Delete**

**Delete** Selected item permanently (skip the Recycle Bin)

**Alt** + **Tab**

**Switch** Between Open Apps or Window

⊞ + **F1**

**Open** "How to Get Help in Windows" Bing search in Default Browser

**Alt** + **F4**

**Close** the Current App or Window

TRAINING

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**WINDOWS**   how windows act on your desktop

⊞   Open **Start Menu**

⊞ + **R**   Open the **Run Window**

⊞ + **P**   Open **Presentation/Projection Sidebar**

⊞ + **L**   **Lock** your Computer

⊞ + **T**   **Cycle** through the Apps on the Taskbar

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⊞ + ↑   **Maximize** Selected Window

⊞ + ↓   **Minimize** Selected Window

⊞ + **M**   **Minimize** All Open Windows

⊞ + **Shift** + **M**   **Restore** Minimized Windows

⊞ + **Shift** + **S**   Open **Snipping Tool** Menu

⊞ + **PrtSc**   Take a **Screenshot** of your Entire Desktop

⊞ + **Shift** + ← or →   **Move** Selected Window to the Left or Right Monitor

⊞ + **+** or **-**   **Zoom in & out** with Magnifier

⊞ + **Esc**   **Exit** Magnifier

Training

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| **F KEYS** | actions you can perform with your F keys |

**F2** — **Rename** a Selected Item

**F3** — Quickly **Search** for files in File Explorer

**F4** — **Highlight** the address bar in File Explorer

**F5** — **Refresh** your Active Window

**F6** — **Cycle** through elements (tab, buttons, search bar, etc.) in a window or your desktop

**Alt** + **F8** — **Show** Login Password on the Start Screen

**F10** — **Activate** the Menu Bar in the Active Window

Training