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| **Shortcut Keys** | **Description** |
| **Alt+F** | File menu options in current program. |
| **Alt+E** | Edit options in current program. |
| **Alt+Tab** | Switch between open [programs](https://www.computerhope.com/jargon/p/program.htm). |
| **F1** | View [help](https://www.computerhope.com/jargon/h/help.htm) information (F1 is used by almost every Windows program to display help). |
| **F2** | [Rename](https://www.computerhope.com/jargon/r/rename.htm) a selected file. |
| **F5** | [Refresh](https://www.computerhope.com/jargon/r/refresh.htm) the current program window. |
| **Ctrl+N** | Create a new or blank [document](https://www.computerhope.com/jargon/d/document.htm) in some software, or open a new [tab](https://www.computerhope.com/jargon/t/tab.htm) in most [Internet browsers](https://www.computerhope.com/jargon/b/browser.htm). |
| **Ctrl+O** | [Open](https://www.computerhope.com/jargon/o/open.htm) a file in the current software. |
| **Ctrl+A** | [Select all](https://www.computerhope.com/jargon/s/selectall.htm) text. |
| **Ctrl+B** | Change selected text to be [bold](https://www.computerhope.com/jargon/b/bold.htm). |
| **Ctrl+I** | Change selected text to be in [italics](https://www.computerhope.com/jargon/i/italic.htm). |
| **Ctrl+U** | Change selected text to be [underlined](https://www.computerhope.com/jargon/u/underlin.htm). |
| **Ctrl+F** | Open [find](https://www.computerhope.com/jargon/f/find.htm) window for current document or window. |
| **Ctrl+S** | [Save](https://www.computerhope.com/jargon/s/save.htm) current document file. |
| **Ctrl+X** | [Cut](https://www.computerhope.com/jargon/c/cut.htm) selected item. |
| **Shift+Del** | Cut selected item. |
| **Ctrl+C** | [Copy](https://www.computerhope.com/jargon/c/copy.htm) selected item. |
| **Ctrl+Ins** | Copy selected item |
| **Ctrl+V** | [Paste](https://www.computerhope.com/jargon/p/paste.htm) |
| **Shift+Ins** | Paste |
| **Ctrl+Y** | [Redo](https://www.computerhope.com/jargon/r/redo.htm) last action. |
| **Ctrl+Z** | [Undo](https://www.computerhope.com/jargon/u/undo.htm) last action. |
| **Ctrl+K** | Insert [hyperlink](https://www.computerhope.com/jargon/h/hyperlink.htm) for selected text. |
| **Ctrl+P** | [Print](https://www.computerhope.com/jargon/p/print.htm) the current page or document. |
| **Home** | Goes to beginning of current [line](https://www.computerhope.com/jargon/l/line.htm). |
| **Ctrl+Home** | Goes to beginning of document. |
| **End** | Goes to end of current line. |
| **Shortcut Keys** | **Description** |
| **Ctrl+End** | Goes to end of document. |
| **Shift+Home** | [Highlights](https://www.computerhope.com/jargon/h/highligh.htm) from current position to beginning of line. |
| **Shift+End** | Highlights from current position to end of line. |
| **Ctrl+Left arrow** | Moves one [word](https://www.computerhope.com/jargon/w/word.htm) to the left at a time. |
| **Ctrl+Right arrow** | Moves one word to the right at a time. |
| **Ctrl+Esc** | Opens the [Start menu](https://www.computerhope.com/jargon/s/startmen.htm). |
| **Ctrl+Shift+Esc** | Opens Windows [Task Manager](https://www.computerhope.com/jargon/t/taskmana.htm). |
| **Alt+F4** | Close the currently active program. |
| **Alt+Enter** | Open the [properties](https://www.computerhope.com/jargon/p/properti.htm) for the selected item (file, folder, shortcut, etc.). |

Source: <https://www.computerhope.com/shortcut.htm>