Basic Computer Keyboard Shortcut Keys A to Z

Shortcuts	Uses of Shortcut keys
Alt + F	File menu options in the current program
Alt + E	Edits options in the current program
F1	Universal help (for any sort of program)
Ctrl + A	Selects all text
Ctrl + X	Cuts the selected item
Ctrl + Del	Cut selected item
Ctrl + C	Copy the selected item
Ctrl + Ins	Copy the selected item
Ctrl + V	Paste the selected item
Shift + Ins	Paste the selected item
Home	Takes the user to the start 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 the prevailing position to the start of the line
Shift + End	Highlight from the prevailing position to end of the line
Ctrl + (Left arrow)	Move one term to the left at a time
Ctrl + (Right arrow)	Move one term to the right at a time

Shortcut Keys	Uses of Shortcut keys
Ctrl + Plus Key	Adjust the widths of all columns automatically, in Windows Explorer
Alt + Enter	Open the properties window for the selected icon or program
Alt + Print Screen	Take a screenshot of the current page.
Ctrl + Alt + Del	Reboot/Windows task manager
Ctrl + Esc	These keys allow you to activate the start menu
F4	Its purpose in Windows 95 to XP is to open the locate window
F5	Refresh the contents of your windows system
F3	Find anything from your system's desktop
Alt + Esc	Switch between desktop applications on the taskbar
F2	Rename the selected icon
Alt + Shift + Tab	It allows you to switch back between ongoing applications
Alt + Tab	Switch between open applications/ programs.
Shift + Delete	When you press the Shift and Delete keys together, your program or files will be deleted permanently.
Alt + F4	It is used to close the ongoing program
Ctrl + F4	It's used to swiftly close a document or a file that's currently open.

Computer Shortcut Keys for MS Excel

Shortcut keys	Uses of shortcut keys
Alt + Shift + F1	When you wanna insert new worksheet use these keys together
Shift + F3	With the help of these keys, you can open the MS-Excel formula window
Shift + F5	When you press these keys together it will open the search box
F11	The F11 key is used to create a chart in MS-Excel
Ctrl + Shift +;	With the help of these keys, you can enter the current time
Ctrl +;	Use these keys together to enter the current date

Ctrl + K	When you want to Insert a link, you can use these keys
Ctrl + F	These keys are used to open find and replace options in MS-Excel
Ctrl + G	Use these keys together to open go-to options
Ctrl + B	When you press these keys together it will bold highlighted selection.
F2	When you want to edit the selected cell using this key
F5	With the help of this key, you can go to a specific cell
F7	With the help of this key, you can check the spell of selected text
Ctrl + I	These commands are used to Italicize highlighted selection.
Ctrl + Space	Use these keys together to select the entire column
Shift + Space	Use these keys together to select the entire row
Ctrl + W	Use these keys together to close the document
Ctrl + H	Use these keys to open find and replace options
Ctrl + U	With help of these keys, you can underline highlighted text.
Ctrl + Y	With help of these keys, you can underline highlighted text.
Ctrl + Z	With the help of these keys, you can undo the last deleted action
Ctrl + F9	Use these keys to minimize a current window in MS-Excel
Ctrl + F10	Use these keys to maximize the currently selected window in MS-Excel
Ctrl + Tab	With the help of these keys, you can move between two or more open MS-Excel files
Alt + =	With the help of these keys, you can initiate the formula to add all of the above cells
Ctrl +	With the use of these keys together you can insert the value in the current cell from the above cell.
Ctrl + (Right arrow)	With the help of these keys, you can jump on to the next section of text
Ctrl + O	Use these keys to open options in MS-Excel
Ctrl + N	Use these keys together to open the document in MS-Excel
Ctrl + P	Use these keys together to open the print dialogue box in MS-Excel

Computer Shortcut Keys for MS Word	
Shortcuts	**Uses of Shortcut keys**
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 + G	Find and replace options
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 centre
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 font +1
Ctrl +]	Increase selected font +1
Ctrl + [	Decrease selected font -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 the word to the right of the cursor
Ctrl + Backspace	Delete the word to the left of the cursor
Ctrl + End	Move the cursor to the end of the document
Ctrl + Home	Move the cursor to the beginning of the document
Ctrl + Space	Reset highlighted text to the 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 (Word 2000+)
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
Ctrl+=	Set chosen text as a subscript.
Ctrl+Shift+=	Set chosen text as superscript.

Computer Shortcut Keys for PowerPoint

Shortcuts Keys	Uses of Shortcut Keys
Ctrl+Shift+<	Reduce the font size of the selected text by one size.
CTRL + G	Group things together
Ctrl+M	Create a new slide just after your chosen slide.
CTRL + D	Create a duplicate of your current slide.
Esc	Exit the ongoing slide show and it will redirect you to the earlier live view.
Ctrl+K	When you want to enter a hyperlink use these keys together.
Ctrl+Shift+>	These commands are used to maximize the font size of the selected text by one size.
F5	With the help of F5, you can start the presentation from the initial slide.
Ctrl+N	These commands are used in a different Powerpoint software window, create a new, blank slide.

Computer Functions Key (F1 – F12) Uses

Shortcuts	Uses of Shortcut Keys
F1	It displays help.
F2	It renames the selected item.
F3	This is used to search for a file or folder.
F4	It shows the address bar.
F5	This is used to Refresh the windows.
F6	It moves the cursor in the address bar of different browsers
F10	It activates the menu bar in the active application.
F11	Used to enable and disable the fullscreen.
F12	This shortcut is used to save a file as save as.

Computer Shortcut Keys for Chrome

Shortcut Key	Uses of Shortcut Keys
Ctrl + T	Open a new tab
Ctrl + W	Close the current tab
Ctrl + Shift + T	Reopen the last closed tab
Ctrl + Tab	Switch to the next tab
Ctrl + Shift + Tab	Switch to the previous tab
Ctrl + 1 to Ctrl + 8	Switch to specific tab (1 is leftmost)
Ctrl + 9	Switch to the rightmost tab
Ctrl + N	Open a new Chrome window
Ctrl + Shift + N	Open a new Incognito window
Ctrl + L or F6	Highlight the address bar

Computer Shortcut Keys for Chrome

Shortcut Key	Uses of Shortcut Keys
Ctrl + Enter	Add "www." and ".com" around typed address
Ctrl + Shift + B	Toggle the bookmarks bar on/off
Ctrl + H	Open the browsing history
Ctrl + Shift + Delete	Open the Clear browsing data dialog
Ctrl + F	Find on the current page
Ctrl + G or F3	Find next occurrence
Ctrl + Shift + G or Shift + F3	Find previous occurrence
Ctrl + Shift + J	Open the Chrome DevTools
Ctrl + Shift + C	Inspect an element with the DevTools
Ctrl + +	Zoom in
Ctrl + –	Zoom out
Ctrl + 0	Reset zoom to default
Ctrl + Shift + R	Reload the current page, bypassing cache
Alt + Left Arrow	Go back one page
Alt + Right Arrow	Go forward one page
F5 or Ctrl + R	Reload the current page
Ctrl + Shift + B	Toggle the bookmarks bar on/off
Ctrl + D	Bookmark the current page
Ctrl + Shift + D	Save all open tabs as bookmarks in a folder
Ctrl + Shift + O	Open the Bookmarks Manager
Ctrl + Shift + P	Open an Incognito window
Ctrl + J	Open the Downloads page
Ctrl + U	View page source
Ctrl + S	Save the current page
Ctrl + P	Print the current page
Ctrl + F5	Clear the cache and reload the page

Shortcut Keys for Competitive Exams

Shortcut Keys	Uses of Shortcut Keys
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z	Redo
Ctrl + S	Save
Ctrl + P	Print
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + + (Plus sign)	Zoom In
Ctrl + – (Minus sign)	Zoom Out
Ctrl + W	Close the current window/Tab
Ctrl + N	New File/Document
Ctrl + O	Open File/Document
F5 or Ctrl + R	Refresh
Alt + Tab (Windows) or Command + Tab (Mac)	Switch between application