Computer Shortcut Keys List [A To Z]

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Computer Shortcut Keys PDF – Computers are designed to help people. There are many advantages of computers. Computers manipulate information or data according to a set of instructions. It has the ability to store, retrieve and process data. Computers are used to type documents, send e-mails, and browse the Internet. It is also used to handle accounting, database management, and presentations.

Name	Computer Shortcut Keys PDF
Category	Computer
Language	English

Computer Shortcut Keys List [A to Z]

Here is the complete list of Computer General and Advanced Shortcut Keys For Windows 7, 8, 10, and 11. You can download this list of Computer Keyboard Shortcut Keys in PDF using the download button which is given below.

Shortcut Keys	Functions
Windows logo key	Open or close the Start menu.
Win key + A	Open the action center.
Win + Plus sign	Zoom In.
Win + Minus sign	Zoom Out.
DELETE Key	Delete the selected item and move it to the recycle bin.
SHIFT + DELETE	Delete the selected item without moving it to the recycle bin.
Ctrl + X	Cut the selected item.
Ctrl + C (or Ctrl + Insert)	Copy the selected item.
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + Z	Undo an action.
Alt + Tab	Switch between open apps.
Alt + F4	Close the active item, or exit the active app.
F2	Rename the selected item.
F3	Search for a file or folder in File Explorer.
F4	Display the address bar list in File Explorer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window or on the desktop.
F10	Activate the Menu bar in the active app.
Alt + F8	Show your password on the sign-in screen.
Alt + Esc	Cycle through items in the order in which they were opened.
Alt + underlined letter	Perform the command for that letter.
Alt + Enter	Display properties for the selected item.
Alt + Spacebar	Open the shortcut menu for the active window.
Alt + Left arrow	Go back.
Alt + Right arrow	Go forward.

Shortcut Keys	Functions
Alt + Page Up	Move up one screen.
Alt + Page Down	Move down one screen.
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time).
Ctrl + A	Select all items in a document or window.
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin.
Ctrl + E	Open Search (in most apps).
Ctrl + R (or F5)	Refresh the active window.
Ctrl + Y	Redo an action.
Ctrl + Right arrow	Move the cursor to the beginning of the next word.
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps.
Alt + Shift + arrow keys	When a group of tiles is in focus on the Start menu, move it in the direction specified.
Ctrl + Shift + arrow keys	When a tile is in focus on the Start menu, move it into another tile to create a folder.
Ctrl + arrow keys	Resize the Start menu when it's open.
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop.
Ctrl + Shift with an arrow key	Select a block of text.
Ctrl + Esc	Open Start.
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available.
Ctrl + Spacebar	Turn the Chinese input method editor (IME) on or off.
Shift + F10	Display the shortcut menu for the selected item.

Shortcut Keys	Functions
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in a document.
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first.
Right arrow	Open the next menu to the right, or open a submenu.
Left arrow	Open the next menu to the left, or close a submenu.
Esc	Stop or leave the current task.
Win + Spacebar	Switch input language and keyboard layout.
Win + BREAK	Display the system properties dialog box.
Win + D	Display the desktop.
Win + SHIFT + M	Restore minimized windows to the desktop.
CTRL + Win + F	Search for a computer.
ALT + ENTER	Display properties for the selected item.
ALT + F4	Close the active item.
ALT + SPACEBAR	Open the shortcut menu for the active window.
CTRL + F4	Close the active document.
ALT + TAB	Switch between open items.
CTRL + ALT + TAB	Use the arrow keys to switch between open items.
Win + ESCAPE	Close Magnifier.
Win + Left Arrow	Dock the active window to the left half of the monitor.
Win + Right Arrow	Dock the active window to the right half of the monitor.
Win + Up Arrow	Maximize the active window vertically and horizontally.
Win + Down Arrow	Restore or minimize the active window.
Win + SHIFT + Left Arrow	With multiple monitors, move the active window to the monitor on the left.
Win +PRNT SCRN	Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder.
Win + CTRL + LEFT/RIGHT Arrow	Switch to the next or previous virtual desktop.
Win + CTRL + D	Create a new virtual desktop.

Shortcut Keys	Functions
Win + CTRL + F4	Close the current virtual desktop.
Win +?	Launch the Windows Feedback App.
Win + SHIFT + RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
Win + HOME	Minimize all nonactive windows; restore on the second keystroke.
Win + SHIFT + DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
Win + SHIFT + UP ARROW	Maximize the active window vertically, maintaining the current width.
Alt + F4 (Function key F4)	Shut down or restart Windows.
Ctrl + Ins	Copy the selected item.
Shift + Del	Cut selected item.
CTRL + ALT + DEL	Restart the computer.
CTRL + ESC	Display the start menu.
Win + R	Run a command.
Win + C	Open Cortana.
Win + E	Open File Explorer (Quick Action).
Win + B	Highlight the notification area.
Win + H	Open the share charm.
Win + I	Open the setting app.
Win + L	Lock the desktop and go to the lock screen.
Win + M	Switch to the desktop and minimize all open windows.
Win + O	Lock the orientation.
Win + P	Open the project pane.
in + T	Cycle through the apps on the taskbar.
Win + U	Lunch at the Ease of Access center.
Win + V	Cycle through notifications.
Win + X	Open the advanced menu.

Shortcut Keys	Functions
Win + G	Cycle through the sidebar and gadget.

List of Shortcut Keys For MS Word

Here are the complete Computer Shortcut Keys for Microsoft Word. Microsoft Word is one of the most important and widely used applications. It is used by millions and is the backbone of countless organizations and businesses.

Shortcut Keys	Functions
Ctrl+0	Toggles 6pts of spacing above the paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open the find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens a new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Like Shift+F12.
Alt+F, A	Save the document under a different file name.
Alt+X	Show the Unicode code of a highlighted character.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo the last action.
Ctrl+Shift+A	Sets the selected text to all capital letters.

Ctrl+Shift+D	Adds double underline to the selected text.
Ctrl+Shift+E	Enable or disable revision tracking.
Ctrl+Shift+F	Opens the Font window to change the font.
Ctrl+Shift+L	Quickly create a bullet point.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font by +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[	Decrease selected font -1pts.
Ctrl+/+C	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (acute) mark, where <char> is the character you want. For example, if you wanted an accented é you would use Ctrl+'+e as your shortcut key. To reverse the accent mark, use the opposite accent mark, often found on the tilde key.
Ctrl+Shift+*	View or hide nonprinting characters.
Ctrl+Left arrow	Moves one word to the left.
Ctrl+Right arrow	Moves one word to the right.
Ctrl+Up arrow	Moves to the beginning of the line or paragraph.
Ctrl+Down arrow	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to the right of the cursor.
Ctrl+Backspace	Deletes word to the left of the cursor.
Ctrl+End	Moves the cursor to the end of the document.
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+=	Set selected text as a subscript.
Ctrl+Shift+=	Set selected text as superscript.

Ctrl+Alt+T	Insert trademark (TM) symbol.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Ctrl+Alt+F2	Open a new document.
Ctrl+F1	Open the Task Pane.
Ctrl+F2	Display the print preview.
Ctrl+Shift+>	Increases the font size of selected text by one point.
Ctrl+Shift+<	Decreases the font size of selected text by one point.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the Find, Replace, and Go To window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Like Ctrl+S.
Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

List of Shortcuts Keys For MS Excel

Here are the complete Computer Shortcut Keys for Microsoft Excel. Basically, everyone uses MS Excel or Microsoft Excel to analyze, share and manage information for accounting purposes doing mathematical calculations, budgeting, billing, etc. MS Excel is a very useful tool for data management and analysis.

Shortcut Keys	Functions
Ctrl+F	Search the current sheet.
Ctrl+G	Go to a certain area.
Ctrl+H	Find and replace.
Ctrl+I	Puts italics on all cells in the highlighted section.
Ctrl+K	Inserts a hyperlink.
Ctrl+L	Opens the *Create Table* dialog box.
Ctrl+R	Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Right** to select multiple cells. Then press **Ctrl+R** to fill them with the contents of the original cell.
Ctrl+Home	Move to cell A1.
Ctrl+End	Move to the last cell with the text on the worksheet.
Ctrl+Shift+P	Opens the drop-down menu for the point size.
Shift+Insert	Pastes what is stored on the clipboard.
Shift+Page Up	In a single column, highlight all cells above that are selected.
Shift+Page Down	In a single column, highlight all cells above that are selected.
Shift+Home	Highlights all text to the left of the cursor.
Shift+End	Highlights all text to the right of the cursor.
Shift+Up Arrow	Extends the highlighted area up to one cell.
Shift+Down Arrow	Extends the highlighted area down one cell.
Shift+Left Arrow	Extends the highlighted area left one character.
Shift +Right Arrow	Extends the highlighted area right one character.
Ctrl+S	Saves the open worksheet.
Ctrl+Z	Undo the last action.
Ctrl+1	Changes the format of the selected cells.
Ctrl+2	Bolds all cells in the highlighted section.
Ctrl+T	Open the *Create Table* dialog box.

Ctrl+W	Closes the current workbook.
Ctrl+X	Cuts all cells in the highlighted section.
Ctrl+Y	Repeats the last entry.
Ctrl+U	Underlines all cells in the highlighted section.
Ctrl+V	Pastes everything copied onto the clipboard.
F1	Opens the help menu.
F2	Edits the selected cell.
F3	After a name is created, F3 will paste names.
F4	Repeats the last action. For example, if you changed the color of the text in another cell, pressing F4 will change the text in the cell to the same color.
F5	Goes to a specific cell. For example, C6.
F6	Move to the next pane.
F7	Spell-check selected text or document.
F8	Enters Extend Mode.
F9	Recalculates every workbook.
F10	Activates the menu bar.
F11	Creates a chart from selected data.
F12	Save As option.
Alt+Shift+F2	Saves the current worksheet.
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens a workbook.
Ctrl+P	Print the current sheet.
Ctrl+3	Puts italics on all cells in the highlighted section.
Ctrl+4	Underlines all cells in the highlighted section.
Ctrl+5	Puts a strikethrough all cells in the highlighted section.
Ctrl+6	Shows or hides objects.
Ctrl+7	Shows or hides the toolbar.
Ctrl+8	Toggles the outline symbols.

Ctrl+9	Hides rows.
Ctrl+0	Hides columns.
Ctrl+Shift+:	Enters the current time.
Ctrl+;	Enters the current date.
Ctrl+`	Changes between displaying cell values or formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above.
Ctrl+Shift+"	Copies value from the cell above.
Ctrl+-	Deletes the selected column or row.
Ctrl+Shift+=	Inserts a new column or row.
Ctrl+Shift+~	Switches between showing Excel formulas or their values in cells.
Ctrl+Shift+!	Applies comma formatting.
Ctrl+Shift+$	Applies currency formatting.
Ctrl+Shift+#	Applies date formatting.
Ctrl+Shift+%	Applies percentage formatting.
Ctrl+Shift+^	Applies exponential formatting.
Ctrl+Shift+*	Selects the current region around the active cell.
CTRL+SHIFT+;	Enter the current Time
CTRL+;	Enter the current date
Shift+F3	Open the Insert Function window
Shift+F5	Opens Find and Replace dialog box
CTRL+A	Select all contents of the worksheets
CTRL+B	Bold highlighted selection
CTRL+I	Italic highlighted selection
CTRL+K	Insert Link
CTRL+U	Underline highlighted selection
CTRL+P	Bring out the print dialog box to being prating
CTRL+Z	Undo the last action
CTRL+F9	Minimize current workbook

CTRL+F10	Minimize currently selected workbook
CTRL+F6	Switch between open workbooks/ Windows
CTRL+	Page Up Move the previous sheet between Excel worksheets in the same Excel document
CTRL+P	Being up the print dialog box to being printing
CTRL+Z	Undo the last action
CTRL+ Page Down	Move the next sheet between Excel worksheets in the same Excel document
CTRL+ Tab	Move between or more open Excel Files
ALT+=	Create a formula to sum all of the above cells
Shift + home	Go to the first cell in the current row
CTRL + shift+!	Format number in comma format
CTRL + shift+$	Format number in currency format
CTRL + shift+#	Format number in date format
CTRL + shift+%	Format number in a percentage format
CTRL + 	Format number in time format
CTRL+ SPACE	Select entire column
SHIFT+SPACE	Select entire row

List of Shortcut Keys For MS PowerPoint

Here are the complete Computer Shortcut Keys for Microsoft PowerPoint. PowerPoint is a presentation program developed by Microsoft. It is used to create slides, which can include text, images, and animations. Slides can also be used to provide information to an audience, more commonly known as a presentation.

Shortcut Keys	Functions
F5	View the slide show.
Shift+ Ctrl+ End	Selects all text from the cursor to the end of the active text box
S	Stop the slide show and press S again to restart the slide show
ESC	End the slide show
CRTL + A	Select all items on the page or the active text box
CRTL + B	Applies bold to the selected text
CRTL + F	Opens the find and replace dialog box with the Find tab
Shift+ click each slide	Select more than one slide
CRTL +H	Opens the find and replace dialog box with replace tab
CRTL +I	Applies italics to the selected text
CRTL +M	Insert a new slide
CRTL +N	Open a new blank presentation
CRTL +O	Opens the Open dialog box
CRTL +T	Opens the fond dialog box
CRTL +U	Applies underlining to the selected text
CRTL +V	Paste the cut and copied text
CRTL +W	Closes the presentation
CRTL +Y	Repeats or undo the last command entered
CRTL +Home	Moves cursor at beginning of the presentation
CRTL +End	Move the cursor to the end of the presentation
Shift + click each side	Select more than one slide in a presentation
F1	Opens the help dialog box
Shift+ Ctrl+ Home	Selects all text from the cursor to the start of the active text box

Computer Shortcut Keys For Browser

Shortcut Keys	Functions
CTRL+T	New tab
CTRL+N	New window
CTRL+SHIFT+N	New incognito window
CTRL+J	Download menu
CTRL+T	Delete and open the history
Ctrl+SHIFT+DELETE	Delete all browser data
Ctrl+D	bookmark page
Ctrl+SHIFT+T	Restore the last close tab
CTRL+F	Find

Computer Shortcut Keys For Command Prompt

Shortcut Keys	Functions
Ctrl + C	Copy the selected text.
Ctrl + V	Paste the selected text.
Ctrl + M	Enter Mark mode.
Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer.
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer.
Ctrl + Up arrow	Move up one line in the output history.
Ctrl + Down arrow	Move down one line in the output history.
Ctrl + End	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.
Alt + selection key	Begin selection in block mode.
Arrow keys	Move the cursor in the direction specified.
Page up	Move the cursor by one page up.
Page down	Move the cursor by one page down.

Learning computer keyboard shortcuts or Computer Shortcut Keys can make using a computer faster and easier. Computer Shortcut keys allow you to do things like copy and paste, open programs and documents, and much more with the press of a single key. The following computer keyboard shortcut keys can save you time and help you get things done.