

Shortcut Keys	Description
Alt+F	File menu options in current program.
Alt+E	Edit options in current program
Alt+Tab	Switch between open programs
F1	View help information (F1 is used by almost every Windows program to display help).
F2	Rename a selected file
F5	Refresh the current program window
Ctrl+N	Create a new or blank document in some software programs.
Ctrl+O	Open a file in current software program
Ctrl+A	Select all text.
Ctrl+B	Change selected text to be Bold
Ctrl+I	Change selected text to be in Italics
Ctrl+U	Change selected text to be Underlined
Ctrl+F	Open find window for current document or window.
Ctrl+S	Save current document file.
Ctrl+X	Cut selected item.
Shift+Del	Cut selected item.
Ctrl+C	Copy selected item.
Ctrl+Ins	Copy selected item
Ctrl+V	Paste
Shift+Ins	Paste
Ctrl+Y	Redo last action
Ctrl+Z	Undo last action
Ctrl+K	Insert hyperlink for selected text
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of document.
Shift+Home	Highlights from current position to beginning of line.
Shift+End	Highlights from current position to end of line.

Ctrl+Left arrow	Moves one word to the left at a time.
Ctrl+Right arrow	Moves one word to the right at a time.
Ctrl+Esc	Opens the START menu
Ctrl+Shift+Esc	Opens Windows Task Manager
Alt+F4	Close the currently active program
Alt+Enter	Open the Properties for the selected item (file, folder, shortcut, etc.)

PC shortcut keys for Special Characters

Many special characters can be created using keyboard shortcuts. Below are some of the more common and popular special characters and the keyboard shortcuts to create them.

Shortcut Keys	Special Character
Alt+0224	à
Alt+0232	è
Alt+0236	ì
Alt+0242	ò
Alt+0241	ñ
Alt+0228	ä
Alt+0246	ö
Alt+0252	ü
Alt+0248	ø
Alt+0223	ß
Alt+0198	Æ
Alt+0231	ç
Alt+0191	ı
Alt+0176	° (<i>degree symbol</i>)
Alt+0177	± (<i>plus/minus symbol</i>)
Alt+0153	™
Alt+0169	©
Alt+0174	®
Alt+0128	€ (<i>Euro currency</i>)
Alt+0162	¢ (<i>Cent symbol</i>)

Alt+0163	£ (<i>British Pound currency</i>)
Alt+0165	¥ (<i>Japanese Yen currency</i>)