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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 |
| **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](https://www.computerhope.com/jargon/o/open.htm) 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](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 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.

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| **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** | ¿ |
| **Alt+0176** | °  *(degree symbol)* |
| **Alt+0177** | ±  *(plus/minus symbol)* |
| **Alt+0153** | ™ |
| **Alt+0169** | © |
| **Alt+0174** | ® |
| **Alt+0128** | €  *(Euro currency)* |
| **Alt+0162** | ¢  *(Cent symbol)* |
| **Alt+0163** | £  *(British Pound currency)* |
| **Alt+0165** | ¥  *(Japanese Yen currency)* |