

Windows Shortcuts

Shortcut	Description
Windows + D	Show/Hide Desktop
Windows + L	Lock your computer
Alt + Tab	Switch between open applications
Windows + E	Open File Explorer
Windows + I	Open Settings
Windows + R	Open the Run dialog box
Ctrl + Shift + Esc	Open Task Manager
Windows + M	Minimize all windows
Windows + Shift + M	Restore minimized windows
Windows + Up Arrow	Maximize window
Windows + Down Arrow	Minimize window
Windows + Left Arrow	Snap window to the left half of the screen
Windows + Right Arrow	Snap window to the right half of the screen
Windows + Tab	Open Task View
Windows + "+" (plus)	Open Magnifier
Windows + "-" (minus)	Zoom out in Magnifier
Windows + Ctrl + D	Add a new virtual desktop
Windows + Ctrl + Left/Right Arrow	Switch between virtual desktops
Windows + Ctrl + F4	Close the current virtual desktop
Windows + A	Open Action Center
Windows + V	Open Clipboard history
Windows + . (period)	Open emoji panel
Windows + Shift + S	Open snipping tool
Windows + Ctrl + Shift + B	Restart graphics driver

Windows + Alt + D	Show/Hide date and time on the taskbar
Windows + Break	Open System Properties
Ctrl + Alt + Delete	Open Security Options
Windows + Esc	Exit Magnifier
Windows + PrtScn	Capture a screenshot and save it to Screenshots
Windows + Ctrl + N	Open a new window in File Explorer

Common key for Microsoft Word and Excel

Ctrl + C	Copy selected text
Ctrl + V	Paste copied text
Ctrl + X	Cut selected text
Ctrl + Z	Undo the last action
Ctrl + Y	Redo the last action
Ctrl + B	Bold selected text
Ctrl + I	Italicize selected text
Ctrl + F	Find text within the document
Ctrl + P	Print the document
Ctrl + A	Select all content
Ctrl + S	Save the document
Ctrl + O	Open an existing document
Ctrl + N	Create a new document
Ctrl + K	Insert a hyperlink

Microsoft Word Shortcuts

Ctrl + U	Underline selected text
Ctrl + Shift + C	Copy formatting from selected text
Ctrl + Shift + V	Paste formatting
Ctrl + Shift + K	Format letters as small capitals
Ctrl + Shift + D	Double underline text
Ctrl + Enter	Insert a page break
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
Ctrl + Shift + A	Format all letters as uppercase

Microsoft Excel Shortcuts

Ctrl + Space	Select the entire column
Shift + Space	Select the entire row
Ctrl + Shift + L	Apply/Remove filter
Ctrl + T	Create a table
F2	Edit the active cell
Ctrl + Shift + \$	Apply currency format
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Ctrl + Shift + &	Apply border
Ctrl + Shift + _	Remove border
Ctrl + Shift + +	Insert new cells
Ctrl + -	Delete selected cells