

Keyboard Shortcuts

General		Windows		Apps	
Shortcut	Function	Shortcut	Function	Shortcut	Function
Cut	Ctrl + X	Lock	Win + L	B old Text	Ctrl + B
C opy	Ctrl + C	Open E xplorer	Win + E	I italic Text	Ctrl + I
Paste	Ctrl + V	Show D<td>Win + D</td><td>Underlined Text</td><td>Ctrl + U</td>	Win + D	U nderlined Text	Ctrl + U
F ind	Ctrl + F	Move a Window	Win + (→ ←)	Increase Font Size	Ctrl + {
Select A ll	Ctrl + A	Full Screen	Win + Shift + Enter	Decrease Font Size	Ctrl + }
Undo	Ctrl + Z	Toggle Apps	Alt + Tab	S ave	Ctrl + S
Redo	Ctrl + Y	Toggle Desktops	Win + Tab	P rint	Ctrl + P
Partial Screenshot	Alt + Print Screen	Full Screenshot	Win + Print Screen	New Paragraph	Enter
Change Language	Alt + Shift	Change Language	Win + Space	Same Paragraph	Shift + Enter
Close an App	Alt + F4	Notifications	Win + A	New Page	Ctrl + Enter
Rename	F2	R un	Win + R	New Line in Excel	Alt + Enter
Select to End	Shift + End	Advanced Options	Win + X	Next Column	Tab
Select to Start	Shift + Home	Security Panel	Ctrl + Alt + Del	Previous Column	Shift + Tab