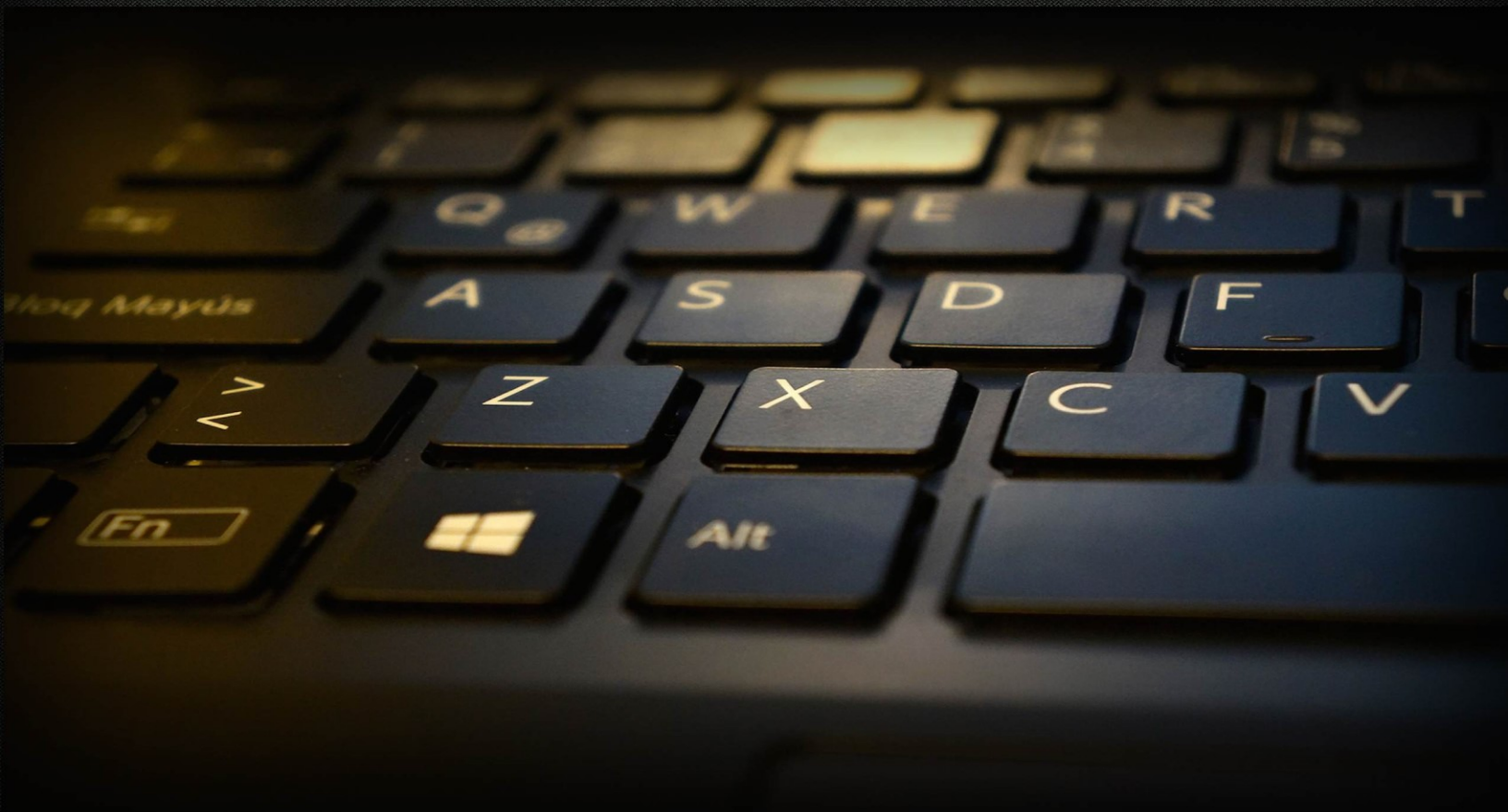
GuidingTech

THE MOST USEFUL KEYBOARD SHORTCUTS FOR POPULAR SERVICES



BY KHAMOSH PATHAK

The Most Useful Keyboard Shortcuts for Popular Services
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Note for Mac Users

Replacing Ctrl with Cmd and Alt with Option should work on most applications. We'll specify when it's not the case.

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Windows 7, 8 and 10

COMMON SHORTCUTS BETWEEN WINDOWS 7, 8, 8.1, 10

WINDOWS KEYS SHORTCUTS

1. **Win + R** : Open the Run box

2. **Win + E** : Open Windows Explorer

3. **Win + F** : Bring up the Search tool

4. **Win + M/Win + Shift + M** : Minimize/Maximize all windows to taskbar

5. **Win + Home** : Minimize all windows except the current one

6. **Win + 1-9** : Open the apps docked in the taskbar

7. **Win + Left/Right/Up/Down Arrow** : Dock the window to the left/right/top/bottom part of the screen

8. **Win + Left/Right** : On a dual monitor setup, send the window to the left/right monitor

9. **Win + L** : Lock desktop

GENERAL

1. **Ctrl + Shift + N** : Create a new folder

2. **Ctrl + Shift + Click** : Open a program as administrator

3. **Shift + Right-Click** : on a folder to open Command Prompt

4. **Win + Space** : Show desktop

5. **Shift + Click** : on a taskbar app to open a new window of the app

6. **Ctrl + Shift + Esc** : Open Task Manager

7. **Ctrl + C** : Copy selection

8. **Ctrl + X** : Cut selection

9. **Ctrl + Z** : Undo

10. **Alt + F4** : Exit the app

WINDOWS 8 AND 10 SHORTCUTS

1. **Windows + Period Key B (.)** : Snap an app to either side of the screen

2. **Win + W** : Search Settings

3. **Win + Tab** : Switch between open tabs

4. **Win + I** : Open the settings Charm

5. **Win + Shift + L** : Searches the Internet Explorer with clipboard text

6. **Win + D** : Show desktop

7. **Win + C** : Open Charms menu

8. **Win + Q** : Search installed apps

SUPER SPECIAL WINDOWS 10 SHORTCUTS

VIRTUAL DESKTOPS

1. **Win + Ctrl + D** : Create a new virtual desktop
2. **Win + Ctrl + F4** : Close the current virtual desktop
3. **Win + Ctrl + Left/Right** : Switch to the virtual desktop to the left/right

COMMAND PROMPT

1. **Ctrl + V/Shift + Insert** : Paste text
2. **Ctrl + C/Ctrl + Insert** : Copy the selected text
3. **Ctrl + A** : Select all text
4. **Ctrl + Up/Down** : Move one line up/down
5. **Ctrl + Page Up/Down** : Move one page up/down
6. **Ctrl + F** : Find

Related

Learn how to make the most out of Windows 8 search.

Mac OS X

STARTUP OPTIONS

1. **Option** : Display all startup volumes

2. **Shift** : Start up in Safe Mode

3. **Cmd + R** : Boot into the Recovery menu

TAKE SCREENSHOTS

1. **Cmd + Shift + 3** : Capture the entire screen to a file

2. **Cmd + Shift + Control + 3** : Capture the screen and copy it to the clipboard

3. **Cmd + Shift + 4** : Capture the selection of the screen to a file, press the spacebar to capture the window.

4. **Cmd + Shift + Option + 4** : Capture the selection from center

SYSTEM WIDE

1. **Cmd + Space bar** : Show Spotlight search

2. **Cmd + Tab / Command + Shift + Tab** : Move to the next/previous most recently used app

3. **Cmd F3** : Show desktop

4. **Cmd + Tilda (`)** : Switch to the next open window in the app you're using

5. **Option + Shift + Command + Esc** : Bring up the Force Quit application menu

6. **Cmd + Delete** : Move the selected file to trash

7. **Cmd + Shift + Delete** : Empty Trash

8. **Cmd + S** : Save

9. **Cmd + Q** : Quit

10. **Cmd + N** : New

11. **Cmd + W** : Close Window

12. **Cmd + M** : Minimize Window

SHORTCUTS FOR FINDER

1. **Cmd + A** : Select app items

2. **Cmd + Shift + A** : Open the Applications Folder

3. **Cmd + D** : Duplicate selected item

4. **Cmd + Shift + N** : Create a new folder

5. **Cmd + 1/2/3/4** : View as icon/list/columns/cover flow

6. **Cmd + [/]** : Go to the previous/next folder

7. **Cmd + Up/Down Arrow** : Navigate up/down one level

TEXT RELATED

1. **Cmd + Left/Right Arrow** : Takes you to the beginning/end of the current line

2. **Cmd + Up/Down** : Takes you to the beginning/end of all the text on a page

3. **Alt + Up/Down** : Go to the beginning/end of the current paragraph

4. **Cmd + Z** : Undo

5. **Cmd + Shift + Z** : Redo

6. **Cmd + F** : Find

7. **Cmd + Control + D** : Define the highlighted word

8. **Option + Escape** : Auto complete the word that you're writing

9. **Cmd + B** : Bold

10. **Cmd + I** : Italics

11. **Cmd + U** : Underline

Related

Check out our guide on how to customize Mac's menu bar and Dock.

Google Chrome

1. **Ctrl + N** : Open a new window

2. **Ctrl + T** : Open a new tab

3. **Ctrl + L** : Highlight the URL bar

4. **Ctrl + Shift + N** : Open a new window in incognito (private) mode

5. **Ctrl + link click** : Open the link in a new tab

6. **Ctrl + Shift + T** : Reopen the last closed tab

7. **Ctrl+ 1-8** : Switch to the tab at the specific position number on the tab strip.

8. **Ctrl + Tab/Ctrl + Page UP/Down** (**Ctrl + Tab** for Mac) : Cycle between the open tabs

9. **Ctrl + W** : Close the current tab

10. **Ctrl + Shift + W** : Close current window

11. **Ctrl + Shift + B** : Toggles the bookmarks bar on and off

12. **Ctrl + J** (**Cmd + Shift + J** for Mac) : Opens the Downloads page

13. **Ctrl +D** : Save webpage as bookmark

14. **Ctrl + (+) and (-)** : Zoom in and out of the page

15. **Ctrl + Shift + V** (**Cmd + Shift + Option + V** for Mac) : Paste content from clipboard without formatting

Related

Check out Guiding Tech's Ultimate Chrome Productivity Guide.

Mozilla Firefox

1. Ctrl + (+) and (-) : Zoom in and out of the page

2. Ctrl + L : Highlight the URL bar

3. Ctrl + Shift + V : Paste content from clipboard without formatting

4. Ctrl + W : Close the current tab

5. Ctrl + Shift + W : Close current window

6. Ctrl + Tab/Ctrl + Page Down (**Control + Tab** for Mac) **:** Switches to the last tab

7. Ctrl + Shift/Tab or Ctrl + Page Up(**Control + Shift + Tab** for Mac) : Switches to the previous tab

8. Ctrl + N : Open a new Window

9. Ctrl + T : Open a new tab

10. Ctrl + Shift + P : Open a new window in private mode

12. Space : Scrolls down the page

13. Home/End (**Cmd + Up/Down Arrow** for Mac) : Go to the top/bottom of the page

14. Ctrl + link click : Open the link in a new tab

15. Shift + link click : Open the link in a new window

Related

Check out the three best download managers for Firefox.

Safari for Mac

1. **Spacebar** : Scroll page down by a screenful

2. **Cmd + Left-Click on link** : Open the link in a new tab

3. **Option + Left-Click on link** : Download a file

4. **Cmd + Shift + Left/Right Arrow** : Cycle between open tabs

5. **Cmd + W** : Close the current tab

6. **Shift + Left-Click a link** : Save page to Reading List

7. **Cmd + D** : Add bookmark

8. **Cmd + H** : Hide Safari

9. **Cmd + N** : Open a new window

10. **Cmd + R** : Refresh page

11. **Cmd + T** : Show/home address toolbar

12. **Cmd + Option + E** : Empty cache

13. **Cmd + Option + L** : Open downloads

14. **Cmd + 1 – 9** : Load the corresponding bookmark from the favorites bar.

15. **Cmd + ;** : Load preferences

Related

Check out 8 Safari extensions for improved productivity.

Microsoft Outlook for Windows

1. **Ctrl + Shift + I** : Switch to Inbox

2. **Ctrl + Shift + O** : Switch To Outbox

3. **CTRL + TAB** (with focus on the To line) and then **TAB** to the accounts button to switch between accounts

4. **Ctrl + R** : Reply to a message

5. **Ctrl + N** : Compose a new message

6. **Up/Down Arrow** : Go to next/previous message

7. **Ctrl + Shift + R** : Reply all to a message

8. **Ctrl + Shift + M** : Compose New Message

9. **Ctrl + Shift + C** : Add New Contact

10. **Ctrl + R** : Reply

11. **Ctrl + Shift + R** : Reply to All

12. **Ctrl + F** : Forward an Email

13. **Ctrl +Q** : Mark messages as read

Related

Learn how to sync Google Calendar with Outlook and how to shutdown Windows PC remotely using Outlook.

Apple Mail for Mac

1. **Cmd + N** : Create a new message

2. **Cmd + Shift + D** : Send message

3. **Cmd + S** : Save the message as draft

4. **Cmd + Shift + F** : Forward the message

5. **Cmd + Shift + A** : Attach a file to the message

6. **Cmd + R** : Reply to the message

7. **Cmd + Shift + R** : Reply all

8. **Cmd + Shift + J** : Mark the message as junk

9. **Cmd + Shift + U** : Mark the message as read/unread

10. **Cmd + Shift + N** : Get new mail

11. **Cmd + O** : Open the message viewer window

12. **Cmd + 1** : Go to inbox

13. **Cmd + Option + Shift + V** : Paste the selected text and match styling

Related

Learn how to put your Mac to sleep using the Mail app.

Gmail for Web

HOW TO TURN ON SHORTCUTS IN GMAIL

Click the *gear* icon and from *Settings* turn on *Keyboard shortcuts.*

Click *Save Changes* before exiting.

ON THE GMAIL HOMESCREEN

1. **Left/Right Arrow** : To switch between the sidebar or email conversation view

2. **Up/Down Arrow** : Move to the next/previous item

3. **Enter** : Select

4. **C** : Compose a new message

IN THE COMPOSE WINDOW

5. **Ctrl + Enter** : Send message

6. **Ctrl + Enter** : Move to the next compose window

CONVERSATION VIEW

7. **E** : Archive the message

8. **R** : Reply

9. **A** : Reply all

10. **F** : Forward

11. **#** : Delete (move the email to Trash)

12. **L** : Label the email

13. **Shift + I/U** : Mark as read/unread

14. **N/P** : View the next/previous message in the conversation

Related

Check out our guide to mastering Gmail search and learn how to quickly switch between email signatures.

Google Drive

1. **Shift + T** : Create a new document

2. **Shift + P** : Create a new presentation

3. **Shift + S** : Create a new spreadsheet

4. **Shift + F** : Create a new folder

5. **/** : Search your Drive

6. **Ctrl + /** : Bring up the most commonly used keyboard shortcuts

7. **G** then **N** : Go to the navigation panel

8. **G** then **L** : Go to the items view

9. **V** : Switch between grid and list view

10. **X** : Select or deselect item

11. **N** : Rename selected item

12. **. (dot) :** Share selected items

13. **Z** : Move selected items to a new folder

14. **S** : Star/unstar selected items

15. **Shift + Down/Up/Left/Right Arrow** : Extend selection down/up/left/right

Related

Check out the five cool things you didn't know Google Drive could do and the five fantastic Chrome apps for Google Drive.

Google Docs

1. **Ctrl + K** : Insert or edit link

2. **Ctrl + F** : Find

3. **Ctrl + H** (**Cmd + Shift + H for Mac)** : Find and replace

4. **Ctrl + Shift + C** : Word count

5. **Ctrl + Enter** : Insert page break

6. **Ctrl + Alt + V** : Paste text with formatting

7. **Ctrl + Space OR Ctrl + ** : Clear text formatting

8. **Shift + Arrow Keys** : Nudge image by pixel

9. **Arrow Keys** : Nudge image up, down, left, or right

10. **Ctrl + Alt + M** : Insert comment

11. **Ctrl + Alt + F** : Insert footnote

12. **Shift + Left/Right Arrow** : Extend text selection one character

13. **Shift + Up/Down Arrow** : Extend selection one line

14. **Control + Shift + Left/Right Arrow** : Extend selection one word

Related

Learn how to get started with Google Docs Add-ons and check out 5 superb Docs add-ons for writers.

Google Sheets

1. **Ctrl + Space (Ctrl + Space** for Mac as well) : Select column

2. **Shift + Space** : Select row

3. **Ctrl + Shift + V** : Paste values only

4. **Shift + F11** : Insert new sheet

5. **Alt + Shift + 6** : Remove borders

6. **Alt + Shift** + 7 : Apply outer border

7. **Home/End** (**Fn + Left/Right Arrow** for Mac) : Move to the beginning/end of row

8. **Ctrl + Home/End (Cmd + Fn + Left/Right Arrow** for Mac) : Move to the beginning/end of sheet

9. **Ctrl + Shift + 1/4/5** : Format as decimal/currency/percentage

10. **Alt + I** (**Ctrl + Option + I** for Mac), then **R** : Insert a row above in Google Chrome

11. **Alt + I** (**Ctrl + Option + I** for Mac)**,** then **W** : Insert a row below in Google Chrome

12. **Alt + I** (**Ctrl + Option + I** for Mac)**,** then **C** : Insert a column to the left in Google Chrome

13. **Alt + I** (**Ctrl + Option + I** for Mac)**,** then **G** : Insert a column to the right in Google Chrome

14. **Ctrl + H** (**Ctrl + Shift + H** for Mac) : Find and replace

15. **Ctrl + Backspace** : Scroll to active cell

Related

Learn about two ways to remove duplicates in Google Sheets and how to restrict cell editing.

Google Slides

1. **Ctrl + M (Ctrl + M for Mac as well)** : New slide

2. **Ctrl + D** : Duplicate

3. **Ctrl + Alt + C** : Copy formatting of the selected text or shape

4. **Ctrl + Alt + V** : Paste formatting of the selected text or shape

5. **Page Up/Up Arrow** : Move to previous slide

6. **Page Down/Down Arrow** : Move to next slide

7. **Home/End** : Move to the first/last slide

8. **Ctrl +Up/Down Arrow** : Move slide up/down

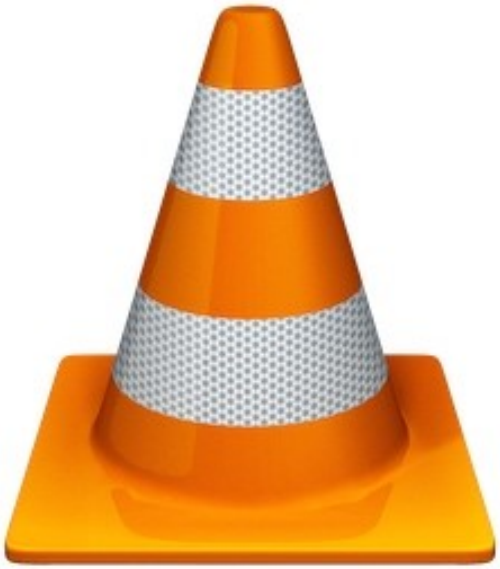
9. **Ctrl + Shift + Up/Down Arrow** : Move slide to beginning/end

10. **Ctrl + F5 (Cmd + Enter for Mac)** : Present Slides

11. **Ctrl + Shift + F5 (Cmd + Shift + Enter for Mac)** : Present Slides from beginning

Related

Check out 5 online PowerPoint alternatives that work.



VLC Media Player

1. **F** (**Cmd + F** for Mac) : Fullscreen

2. **Space** : Pause

3. **V** (**S** for Mac) : Subtitles on/off

4. **Ctrl + Up Arrow/Down Arrow** : Increase/decrease volume

5. **A** : Change Aspect Ratio

6. **Ctrl + Left/Right** : Fast forward (10 seconds)

7. **Ctrl + Alt + Left/Right** : Fast forward (1 minute)

8. **M (Cmd + Alt + Down Arrow** for Mac) **:** Mute

9 .**+/-** (**Cmd + +/-** for Mac) **:** Play faster/slower

10. **N/P** (**Cmd + Right/Left Arrow** for Mac) **:** Play next/previous in the playlist

11. **S** (**Cmd + .** for Mac) **:** Stop playback

12. **Ctrl + O** : Open file

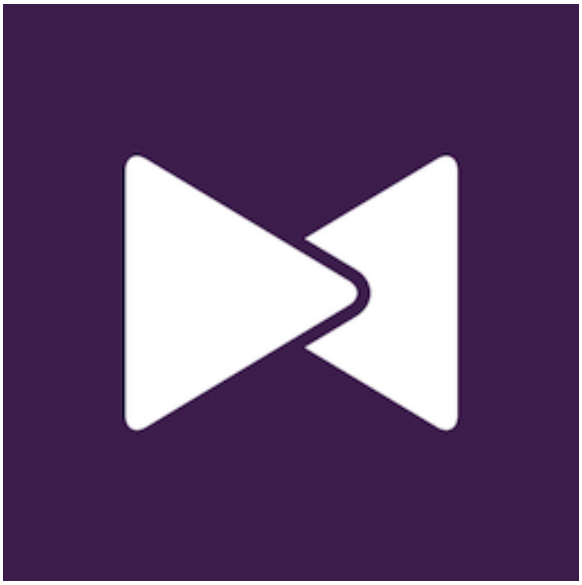
13. **G/H** : Decrease/Increase subtitle delay

14. **J/K** : Decrease/Increase audio delay

15. **Shift + S** : Take a screenshot of playing screen

Related

Check out Guiding Tech's Ultimate Guide to VLC Media Player.



KMPlayer for Windows

1. **Ctrl + O** : Open files

2. **Ctrl + U** : Open URL

3. **Spacebar** : Play

4. **Page Down** : Next

5. **5** : Fullscreen

6. **Right/Left Arrow** : Forward/rewind 5 Seconds

7. **Ctrl + Right/Left Arrow** : Forward/rewind 30 Seconds

8. **Ctrl + Alt + Right/Left Arrow** : Forward/rewind 10 Minutes

9. **Up/Down Arrow** : Increase/decrease audio volume

10. **M** : Mute

11. **Ctrl + Z** : Close playing file

12. **Alt + O** : Load subtitle

13. **Alt + X** : Show or hide subtitles

14. **Alt + Q** : Load subtitle editor

15. **Alt + F1/F2/F3** : Increase, decrease or reset subtitle font size

Related

Learn how to easily sync subtitles and videos in KMPlayer.

Windows Media Player

1. **Alt + Enter** : Fullscreen

2. **Ctrl + 1** : Switch to Player Library

3. **Ctrl + 2** : Switch to skin mode

4. **Ctrl + 3** : Switch to now playing mode

5. **Ctrl + B/F** : Previous/Next

6. **Ctrl + O** : Open file

7. **Ctrl + S** : Stop playback

8. **Ctrl + Shift + B** : Restart video

9. **Ctrl + Shift + C** : Turn off subtitles

10. **Ctrl + Shift + F** : Fast forward through video or music

11. **Ctrl + Shift + G/S** : Play at fast/slow speed

12 **F7** : Mute

13. **F8/F9** : Decrease/increase volume

Related

Learn how to remember last played video position in Windows Media Player and how to apply skins to the app.

iTunes

1. **Enter (Return)** : Play the selected track

2. **Ctrl + Alt +Right/Left :** Move forward/backward within a song

3. **Shift + Left/Right** : Play the next/previous album

4. **Left/Right** : Play the next/previous song

5. **Ctrl + Shift + N** : Create a new playlist (of selected songs)

6. **Ctrl + Alt + N** : Create a new smart playlist

7. **Ctrl +N** : Create a new playlist

8. **Ctrl + O** : Add new files to library

9. **Ctrl + Up/Down Arrow** : Increase/decrease volume

10. **Spacebar** : Start/stop playing the selected song

Related

Learn about 4 ways to listen to the same iTunes library on multiple computers and how to move an iTunes library to a new computer.

Evernote

1. **F9** : Sync notebooks with Evernote server

2. **Ctrl + N** : Create a new note

3. **Ctrl + Shift + N** : Create a new notebook

4. **Ctrl + Q** : Exit Evernote (as opposed to just minimizing it to the tray

5. **F6** (**Cmd + Option + F** for Mac) : Search

6. **Ctrl + Shift + T** (**Control + Cmd + T) :** Create a new tag

7. **Ctrl + F8** : Display/hide note editing toolbar

8. **Up/Down** arrow : Previous/Next note

9. **Ctrl + Shift + B** (**Cmd + Shift + U** for Mac) : Bulleted list

10. **Ctrl + Shift + O** (**Cmd + Shift + O** for Mac) : Numbered list

11. **Ctrl + Space** (**Cmd + Shift + F** for Mac) : Clear formatting

12. **Ctrl + K** : Add link

Related

Check out the top 10 apps and plugins for saving anything directly to Evernote and learn how to search Evernote like a pro.

Picasa

1. **F11** : Fullscreen

2. **E** (**Cmd + 3** for Mac) : Edit the selected photo in Picasa

3. **Ctrl + 4** (**Cmd + 4** for Mac) : Start a slideshow

4. **Ctrl + Enter** (**Ctrl +Enter** for Mac as well) : Locate the photo in Windows Explorer

5. **Ctrl + R** (**Ctrl +R** for Mac as well) : Rotate image

6. **Ctrl + Shift + H/V** (**Ctrl +Shift +H/V** for Mac as well) : Flip image horizontally/vertically

7. **Ctr + Shift + B** (**Ctrl +Shift +B** for Mac as well) : Add black and white effect

8. **Ctrl + E** : Email selected photos

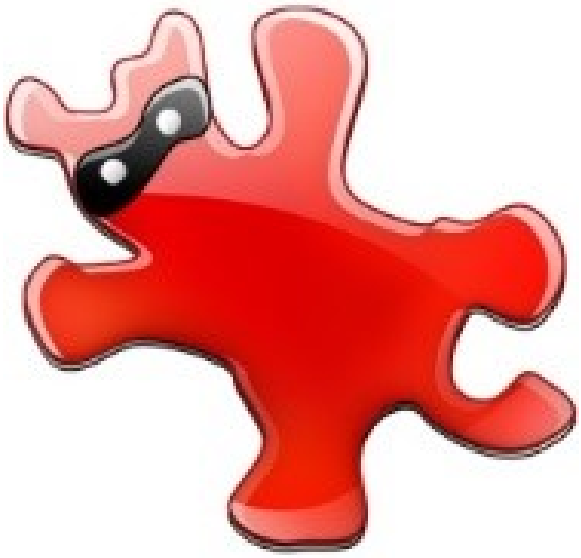
9. **Crl + T** : Tag selected photos

10. **+/-** : Zoom in/out

11. **8** (**Spacebar** for Mac) : Toggle star (favorite)

Related

Learn how to transfer photos from Picasa To Facebook and how to upload photos from Picasa to Flickr.



Irfanview

1. **B** : Batch conversion/rename

2. **C** : Capture dialog

3. **D** : Delete

4. **E** : Show EXIF data

5. **H** : Horizontal flip

6. **I** : Show image information

7. **W** : Slideshow

8. **F9** : Start OCR plugin

9. **Shift + A** : Slideshow

10. **Ctrl + T** : Insert text into selection

11. **Shift + Y** : Red eye reduction

Related

Check out our in-depth guide to Irfanview and learn more about what makes it a must-have app.

Microsoft Paint

1. **Alt-F** : Opens the File menu

2. **Ctrl + A** : Select entire canvas

3. **Ctrl + Y** : Redo action

4. **Ctrl + E** : Shows image properties

5. **Ctrl + G** : Toggles grid lines

6. **Ctrl + P** : Print the picture

7. **Ctrl + R** : Show or hide the ruler

8. **Ctrl + W** : Open the Resize and Skew dialog box

9. **Ctrl + N** : Create a new picture

10. **Ctrl + O** : Open a picture

11. **Ctrl + S** : Save changes to a picture

12. **Ctrl + Page Up** : Zoom in

13. **Ctrl + Page Down** : Zoom out

14. **Right/Left/Down/Up Arrow** : Move the selection or active shape Right/Left/Down/Up by one pixel

Related

Learn how to draw accurate line, circles and other shapes in MS Paint and 4 clever tricks for adding effects to Images.

About Guiding Tech

Guiding Tech is a blog that publishes descriptive how-to articles, guides, lists and tips that make the life of an everyday computer and mobile phone user easier and fun.

Visit our about page to know more about what we do and the team behind GT. Also go through our other ebooks.

About the author

Khamosh Pathak is a staff writer at Guiding Tech and has a passion for all things tech. He loves keeping himself abreast with the latest developments in the field of personal technology and has fun writing about them.

He's also a podcast freak and a wine aficionado. When not indulging in geeky stuff, he can be found reading a book on his Kindle Paperwhite or biking around the city while listening to his favorite podcasts.