

Computer Shortcut Keys PDF – A to Z

| Shortcut Keys | Functions |
|-------------------------|--|
| Windows logo key | Open or close the Start menu. |
| Win key + A | Open the action center. |
| Win + R | Run a command. |
| Win + C | Open Cortana. |
| Win + E | Open File Explorer (Quick Action). |
| Win + B | Highlight the notification area. |
| Win + H | Open the share charm. |
| Win + I | Open the setting app. |
| Win + L | Lock the desktop and go to the lock screen. |
| Win + M | Switch to desktop and minimize all open windows. |
| Win + O | Lock the orientation. |
| Win + P | Open the project the pane. |
| in + T | Cycle through the apps on the taskbar. |
| Win + U | Lunch at the Ease of Access center. |
| Win + V | Cycle through notifications. |
| Win + X | Open the advance menu. |
| Win + G | Cycle through sidebar and gadget. |
| CTRL + C | Copy the selected item. |
| CTRL + X | Cut the selected item. |
| CTRL + V | Paste the selected item. |
| CTRL + X | Undo an action. |
| Win + TAP | Open the task view. |
| Win + Enter | Open the narrator. |
| F5 | Refresh the active window. |
| F2 | Rename the selected item. |
| F3 | Search for a file or folder. |
| Win + Plus sign | Zoom In. |
| Win + Minus sign | Zoom Out. |
| DELETE Key | Delete the selected item and move it to the recycle bin. |

| Shortcut Keys | Functions |
|------------------------------|--|
| SHIFT + DELETE | Delete the selected item without moving it to the recycle bin. |
| CTRL + Right Arrow | Move the cursor to the beginning of the next word. |
| CTRL + Left Arrow | Move the cursor to the beginning of the Previous word. |
| CTRL + Down Arrow | Move the cursor to the beginning of the next paragraph. |
| CTRL + Up Arrow | Move the cursor to the beginning of the previous paragraph. |
| SHIFT + Any Arrow key | Select more than one item in a window or on the desktop, or select text within a document. |
| CTRL + A | Select all items in a document or window. |

Browser Shortcut Keys PDF

| Shortcut Keys | Functions |
|--------------------------|-------------------------|
| CTRL+T | New tab |
| CTRL+N | New window |
| CTRL+SHIFT+N | New incognito window |
| CTRL+J | Download menu |
| CTRL+T | Delete and open history |
| Ctrl+SHIFT+DELETE | Delete all browser data |
| Ctrl+D | bookmark page |
| Ctrl+SHIFT+T | Restore last close tab |
| CTRL+F | Find |

Computer Shortcut Keys PDF

| Shortcut Keys | Functions |
|------------------------|--|
| Win + Spacebar | Switch input language and keyboard layout. |
| Win + BREAK | Display the system properties dialog box. |
| Win + D | Display the desktop. |
| Win + SHIFT + M | Restore minimized windows to the desktop. |
| CTRL + Win + F | Search for computer. |

| Shortcut Keys | Functions |
|--------------------------------------|--|
| ALT + ENTER | Display properties for the selected item. |
| ALT + F4 | Close the active item. |
| ALT + SPACEBAR | Open the shortcut menu for the active window. |
| CTRL + F4 | Close the active document. |
| ALT + TAB | Switch between open items. |
| CTRL + ALT + TAB | Use the arrow keys to switch between open items. |
| Win + ESCAPE | Close Magnifier. |
| Win + Left Arrow | Dock the active window to the left half of the monitor. |
| Win + Right Arrow | Dock the active window to the right half of the monitor. |
| Win + Up Arrow | Maximize the active window vertically and horizontally. |
| Win + Down Arrow | Restore or minimize the active window. |
| Win + SHIFT + Left Arrow | With multiple monitors, move the active window to the monitor on the left. |
| Win + PRNT SCRN | Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder. |
| Win + CTRL + LEFT/RIGHT Arrow | Switch to the next or previous virtual desktop. |
| Win + CTRL + D | Create a new virtual desktop. |
| Win + CTRL + F4 | Close the current virtual desktop. |
| Win + ? | Launch the Windows Feedback App. |
| Win + SHIFT + RIGHT ARROW | With multiple monitors, move the active window to the monitor on the right. |
| Win + HOME | Minimize all nonactive windows; restore on the second keystroke. |
| Win + SHIFT + DOWN ARROW | Restore or minimize the active window vertically, maintaining the current width. |
| Win + SHIFT + UP ARROW | Maximize the active window vertically, maintaining the current width. |
| Alt + F4 (Function key F4) | Shut down or restart Windows. |
| Ctrl + Ins | Copy selected item. |

| Shortcut Keys | Functions |
|-------------------------|-------------------------|
| Shift + Del | Cut selected item. |
| CTRL + ALT + DEL | Restart the computer. |
| CTRL + ESC | Display the start menu. |