



Keyboard Shortcuts

The following keyboard shortcuts are suggested for remembering or keeping alongside a PC in printed form to assist in performing useful functions. They use the computer's operating system and avoid the need to look for menus, tool bars and ribbons in various programs.

Mac OSX users check out <http://macmost.com/downloads/MacMostKeyboardShortcutsMavericks.pdf>.

Hold down the Control (CTRL) key and press:

- A** – to select (highlight) all
- Alt + Del** - to get out of trouble
- B** – to **bold** selected text
- C** – to copy selected area to the electronic clipboard
- D** – to display a font change window
- E** – to center text
- F** – to initiate the Find function
- G** – to open a "go to" window
- H** – to open a "Find and Replace" window
- I** - to *italicize* selected text
- J** – to fully justify text
- K** – to open a window to insert a hyperlink
- L** – to left justify text
- M** – to indent the Margin of the cursor location
- N** – to open a new window in Internet Explorer
- O** – to open a file or application
- P** – to initiate the Print function
- Q** – to remove the Margin indents for the current cursor location
- R** – to right justify text
- S** – to save current file
- T** – to open a new tab in Internet Explorer
- U** – to underline selected text
- V** – to paste (insert) contents of the electronic clipboard
- W** – to close current tab in Internet Explorer
- X** – to delete selected text and put on the electronic clipboard
- Y** – to restore last undo
- Z** – to undo last action
- +** - to zoom in on a display
- - to zoom out on a display
- - move cursor to beginning of next word
- ←** - move cursor to beginning of previous word
- ↓** - move cursor to beginning of next paragraph
- ↑** - move cursor to beginning of previous paragraph

Windows Logo Key  provides a whole new series of shortcuts. The following is a partial list of the most useful shortcuts. **Hold down the Windows Logo Key  and press:**

(nothing) – to hide or display the Start Screen

Alt + D - to create a new virtual desktop

C - to launch Cortana

Ctrl + > or **<** - to switch to another virtual desktop

D – to hide or display the Desktop

E – to open the File Explorer

F – to search for a file

F1 – to get Help and Support

H – open dictation window

I – Settings (e.g., to get Internet access (wireless) turn on/off at startup – tools – manage addons)

K – to list devices

M – to minimize all windows

Shift+M – to restore all minimized windows on the Desktop

Prt Scrn – to save a picture of the screen; puts on clipboard; saves as file

Screenshot()

Q – to search for apps and programs – Start Screen Control Panel – use search name vice search(?) for settings

R – to open the Run dialog box

Tab - to get Task View of open apps; switch between apps

U – to open Ease of Access Center

V – to display clipboard history (if turned on)

W – Settings //problem with wireless on at startup – airplane mode

X – to get to Control Panel from Desktop - Start Screen & Desktop control panels have different switches

Z – to access hidden menus

> or **<** - to place app on right or left side of screen

^ - to maximize window

v - to minimize window

. (period) – to open an emoji panel

Ctrl + Enter – turn on Narrator

+ - open Magnifier

Hold down the ALT key and press:

F4 – to stop currently running program or screen pop-up

Tab – to show icons for all open programs and apps; switch between open apps