

Windows Shortcut Keys
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Windows

Shortcut Key	Function
ALT+F4	Close program/exit Windows
ALT+TAB	Task switch
WIN+TAB	Cascading task switch (Windows Vista and later)
Print Screen	Capture full video screen
ALT + Print Screen	Capture active window/dialog
ALT+Spacebar	Open control menu
WIN	Open Start menu
WIN+E	Open Windows Explorer
WIN+R	Open Run Command
WIN+L	Lock the computer
WIN+F	Find files and folders
WIN+M	Minimize everything
WIN+D	Minimize all programs (show desktop)

Microsoft Office (Word)

Shortcut Key	Function
CTRL+B	Boldface
CTRL+U	Underline
CTRL+I	Italics
CTRL+Z	Undo
CTRL+Y	Redo
CTRL+P	Print
CTRL+N	New file
CTRL+S	Save file
CTRL+O	Open file
F7	Check spelling and grammar

Microsoft Excel

Shortcut Key	Function
F2	Edit cell contents
F7	Check spelling
CTRL+Home	Jump to top left cell
CTRL+End	Jump to bottom right cell
SHIFT+CTRL+End	Select all non-empty cells

SHIFT+CTRL+Right Arrow	Select all cells to the right
SHIFT+CTRL+Left Arrow	Select all cells to the left
SHIFT+CTRL+Down Arrow	Select all cells to the bottom
SHIFT+CTRL+Up Arrow	Select all cells to the top

Miscellaneous (various programs)

Shortcut Key	Function
CTRL+A	Select all
CTRL+C	Copy
CTRL+X	Cut
CTRL+V	Paste
CTRL+F	Find
F1	Help

Windows Explorer

Shortcut Key	Function
F2	Rename file
ALT+Enter	Open file properties
DEL	Recycle file/folder
SHIFT+DEL	Delete file/folder
CTRL+Z	Undo last file/folder operation (except SHIFT+DEL)

Internet Explorer

Shortcut Key	Function
F5	Refresh
CTRL+T	New tab
CTRL+W	Close tab

Dialog Controls

Shortcut Key	Function
Tab	Move to next dialog item
Spacebar	Click button; select checkbox or radio control
Enter	Click the highlighted button
ESC	Cancel
ALT+ <i>underlined letter</i>	Move to the corresponding item