

SHORT CUT KEYS FOR WINDOWS

HOTKEY	DESCRIPTION
Ctrl + A	Select All
Ctrl + X	Cut the selected item to the clipboard
Ctrl + C	Copy the selected item to the clipboard
Ctrl + V	Paste the selected item from the clipboard
Ctrl + Z	Undo the last action
Ctrl + S	Save the File / additional contents
Ctrl + Esc	Open Start Menu
Ctrl + Alt + Delete	Reboot computer
Ctrl + Drag	Copy selected item (quick copy)
Ctrl + Shift + Drag	Create shortcut to selected item
F1	Displays Help Information
F2	Rename selected item
F3	Find (search for a file or folder)
F4	Open Combo Box (Windows Explorer)
F5	Refresh the active window
F6	Cycle through screen items or on desktop
Delete	Delete item to Recycle Bin
Shift + Delete	Delete permanently (no item to Recycle Bin)
Shift + F10	Open Taskbar/Desktop Properties (active window)

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Alt + Enter	View Properties for the selected item
Alt + F4	Closes the active application window
Alt + Spacebar	Opens the shortcut menu for the active window
Alt + Tab	Switch between open items
Alt + Print Screen	Snapshot of Active Window (copy to clipboard)
Print S creen	Snapshot of Current Screen (copy to clipboard)
Windows Key	Display or hide the Start Menu
Windows Key + Break	System Properties
Windows Key + D	Show the Desktop
Windows Key + E	Open My Computer/ Windows Explorer
Windows Key + F	Opens Search Window
Windows Key + M	Minimizes all open windows
Windows Key + R	Open the Run dialog box
Esc	Cancel current task / Close the open dialogue box
Alt or F10	Select the first menu item in the active window
Tab	Switch to next menu item in the active window
Down Arrow Key	To open menu in the active window

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