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Microsoft Windows 10

SHORTCUT KEYS

Sometimes it's quicker to use the keyboard rather than the mouse. Below is a listing of the most common shortcut keys used for the Windows 10 operating system.

SHORTCUT	DESCRIPTION
Ctrl + A	Select all items in window
Ctrl + C	Copy the selected item to clipboard
Ctrl + N	Open new window
Ctrl + V	Paste content from clipboard
Ctrl + W	Close window
Ctrl + X	Cut the selected item
Ctrl + Y	Redo an action
Ctrl + Z	Undo an action
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + N	Create new folder
Shift + Arrow	Select more than one item
Shift + Delete	Delete selected item without moving it to the Recycle Bin first
F2	Rename the selected item
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
Alt + F4	Close the active item or app
Alt + Enter	Display properties for selected item
Alt + Print Screen	Copy current window screen
Alt + Tab	Switch between open apps

SHORTCUT	DESCRIPTION
Windows Key	Open or close Start Menu
Windows Key + D	Display and hide the desktop
Windows Key + E	Open File Explorer
Windows Key + F or F3	Search for a file or folder in File Explorer
Windows Key + H	Open the Share sidebar
Windows Key + L	Lock your computer or switch users
Windows Key + M	Minimize all windows
Windows Key + S	Open Search
Windows Key + T	Cycle through apps on taskbar
Windows Key + U	Open Ease of Access Center
Windows Key + [Number]	Opens app pinned in [Number] position on the taskbar
Windows Key + Up/Down Arrow	Maximize/minimize the window
Windows Key + Shift + M	Restore minimized windows
Windows Key + Plus (+)	Open Magnifier
Windows Key + Esc	Exit Magnifier
Windows Key + Tab	Open Task view
Windows Key + Pause	Display System Properties box
Esc	Cancel the current task
Print Screen	Copy current screen to clipboard

www.keyrocket.com

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Keyboard Shortcuts

- Launcher**
 - Super (Fn) - Open Launcher, display shortcuts
 - Alt + F1 - Open Launcher keyboard navigation mode
 - Super + Tab - Switch applications in Launcher
 - Super + Tab - Same as clicking on a Launcher icon
 - Super + Shift + Tab - Open the window of the app
 - Super + Tab - Open the Dash
- Dash**
 - Super (Fn) - Open the Dash Home
 - Super + F - Open the Dash Applications
 - Super + F - Open the Dash Music Library
 - Super + M - Open the Dash Music Library
 - Ctrl + Tab - Switch between apps
 - Control Keys - Open the Focus
 - Enter & Return - Open currently focused item
- HUD & Menu Bar**
 - Alt (Fn) - Open the HUD
 - Alt (Fn) - Preview application menu
 - Alt (Fn) - Open the application menu
 - Control Left or Right - Move Focus between indicators
- Switching**
 - Alt + Tab - Switch between applications
 - Alt + Tab - Switch windows of current application
 - Control Left or Right - Move the Focus
- Workspaces**
 - Super + S - Switch workspaces
 - Ctrl + Alt + Control Keys - Switch workspaces
 - Super + Ctrl + Alt + Control Keys - Move focused window to different workspace
- Windows**
 - Super + M - Maximize all windows
 - Ctrl + Super + D - Maximize the current window
 - Ctrl + Super + D - Restore or maximize current window
 - Ctrl + Super + Space - Switch between current window
 - Alt + F6 - Close current window
 - Alt + Space - Open window accessibility menu
 - Ctrl + Alt + Home - Place window in corresponding position
 - Alt + Left Mouse Drag - Move window
 - Alt + Middle Mouse Drag - Resize window

Word 2007 Shortcuts - KeyRocket Shortcut Database

Shortcut	Description
Ctrl+Shift+F8	Extend a selection or block. Press CTRL+SHIFT+F8 and then press an arrow key.
Ctrl+Shift+F12	Choose the Print command (Microsoft Office Button).
Alt+F1	Go to the next field.
Alt+F4	Exit Office Word 2007.
Alt+F6	Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.
Alt+F7	Find the next misspelling or grammatical error.
Alt+F8	Run a macro.
Alt+F10	Maximize the program window.
Alt+F11	Display Microsoft Visual Basic code.
Alt+Shift+F1	Go to the previous field.
Alt+Shift+F2	Choose the Save command (Microsoft Office Button).
Alt+Shift+F7	Display the Research task pane.
Ctrl+Alt+F1	Display Microsoft System Information.
Ctrl+Alt+F2	Choose the Open command (Microsoft Office Button).
Alt, H, F, O	Open the Office Clipboard
Alt, Left-Arrow	Move to another tab of the Ribbon.
Alt, Right-Arrow	Move to another tab of the Ribbon.
Alt, F, A	Save As
Alt, F, C	Close
Alt, F, D	Send
Alt, F, E	Prepare
Alt, F, F	Save As Other Format.
Alt, F, I	Word Options
Alt, F, N	New
Alt, F, P	Print
Alt, F, U	Publish
Alt, F, W	Preview and Print
Alt, F, X	Exit Word
Alt, H, 3	Underline - Home > Font > Underline
Alt, H, 4	Strikethrough - Home > Font > Strikethrough
Alt, H, 7, C	Capitalize Each Word
Alt, H, 7, L	lowercase
Alt, H, 7, S	Sentence case
Alt, H, 7, T	TOGGLE cASE
Alt, H, 7, U	UPPERCASE
Alt, H, A, I	Increase Indent - Home > Paragraph > Increase Indent
Alt, H, A, O	Decrease Indent - Home > Paragraph > Decrease Indent
Alt, H, B, A	All Borders
Alt, H, B, B	Bottom Border
Alt, H, B, D	Draw Table
Alt, H, B, G	View Gridlines - Home > Paragraph > Borders > View Gridlines
Alt, H, B, H	Inside Horizontal Border
Alt, H, B, I	Inside Borders
Alt, H, B, L	Left Border

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