










## Microsoft Windows Keyboard Shortcuts

<b>Select &amp; Navigate</b>	
Ctrl+A	Select all items in a file or window
Ctrl + Right Arrow	Move cursor to beginning of next word
Ctrl + Left Arrow	Move cursor to beginning of previous word
Ctrl + Down Arrow	Move cursor to beginning of next paragraph
Ctrl + Up Arrow	Move cursor to beginning of previous paragraph
Ctrl + Shift + Arrow	Select a block of text in the direction of the arrow
Page Up / Page Down	Move up or down one screen at a time
<b>Copy, Paste &amp; Other General Shortcuts</b>	
Ctrl + Z or Ctrl + Y	Undo or Redo
Ctrl + X / Ctrl + C / Ctrl + V	Cut / Copy / Paste
Ctrl + F or Ctrl + H	Open Find / Replace dialog box
Ctrl + N / Ctrl + P / Ctrl + S	New / Print / Save
Open / Close	Ctrl+O / Ctrl+W
Esc	Stop or leave the current task
Ctrl + mouse wheel up or down	Zoom in or zoom out
Alt + Tab	Cycle through open applications
<b>Useful Function Keys</b>	
F1	Open help
F2	Rename selected item
F3	Open search box in File Explorer, a web page, etc.
F4	Repeat the last action
F5	Refresh the active window
F7	Run spellcheck in most programs
<b>Windows Logo Key (between Ctrl and Alt on keyboard)</b>	
	Open or close the Start menu
 + D	Display or hide the desktop
 + E	Open File Explorer
 + I	Open windows settings
 + L	Lock your PC or switch accounts
 + M	Minimize all windows
 + P	Choose a presentation display mode
 + . (period) or ; (semicolon)	Open emoji panel
 + Arrow Right or Arrow Left	Snap the screen to the right or left of the screen and display thumbnails of open apps to choose from to snap to opposite side of the screen
<b>Fix Accidentally Rotated Screen</b>	
Ctrl + Alt + Right Arrow	Flip the screen to the right
Ctrl + Alt + Left Arrow	Flip the screen to the left
Ctrl + Alt + Up Arrow	Set the screen to its normal display settings
Ctrl + Alt + Down Arrow	Flip the screen upside down