




Useful Windows Shortcut Keys

CTRL A	Select All	Select all content in a document or files in a list
CTRL C	Copy	Select objects or text to copy
CTRL V	Paste	Paste objects on a page or position cursor to paste text
CTRL X	Cut	Select objects or text and cut them to paste somewhere else
CTRL S	Save	Save the working document for many programs
CTRL I	Italic	Select text first to make Italic
CTRL B	Bold	Select text first to make Bold
CTRL U	Underline	Select text first to Underline
CTRL Z	Undo	Undo the last action
CTRL Y	Redo	Redo the last Undo action
CTRL P	Print	Print a document
CTRL O	Open	Open a document
CTRL F	Find	Launch the find window to search for words in a document NB F5 in some programs
Double click	Select a word	In a document select a whole word by double clicking
Triple click	Select a sentence	In a document triple click anywhere in the sentence to select

CTRL click hyperlink		Open in a hyperlink in new Internet Explorer window / tab
Tab		Jump to the next cell or form field
ALT TAB		Switch between programs
 E		Open Windows Explorer Window
 D		View the computer's Desktop
 F		Launches a Find Window
SHIFT insert CD		Hold down SHIFT whilst inserting CD to bypass the auto run feature
F1	Help	Launch the Help
F2	Rename	Rename a file from an Windows Explorer
F5	Reload	Reload or refresh a page
CTRL F5	Hard reload	Reload or refresh a page / Override Cache
ALT F4		Close the current program
F11		Force Web Browser Fill Screen and hide task bars
F12		Save As
Esc		Stop an action
CTRL ALT ESC		Launches Task Manager