

# List of Windows & Office Keyboard Shortcuts

Shortcut	Function
<b>Ctrl + A</b>	Select All
<b>Ctrl + B</b>	Bold
<b>Ctrl + C</b>	Copy
<b>Ctrl + D</b>	Duplicate
<b>Ctrl + F</b>	Find
<b>Ctrl + G</b>	Go To Page
<b>Ctrl + H</b>	Replace
<b>Ctrl + I</b>	Italic
<b>Ctrl + J</b>	Justify Text
<b>Ctrl + L</b>	Left Align Text
<b>Ctrl + M</b>	Collect new mail
<b>Ctrl + N</b>	Open New document
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Quit
<b>Ctrl + R</b>	Right Align Text
<b>Ctrl + S</b>	Save
<b>Ctrl + U</b>	Underline
<b>Ctrl + V</b>	Paste
<b>Ctrl + W</b>	Close document
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y</b>	Redo
<b>Ctrl + Z</b>	Undo
<b>Ctrl + [ or ]</b>	Selected text font size change
<b>Ctrl + Esc</b>	Open Program Menu
<b>Ctrl + F4</b>	Close active document or group windows (does not work with some applications)
<b>Ctrl + F6</b>	Switch windows in same application
<b>Ctrl + End</b>	To end of line
<b>Ctrl + Esc</b>	Open Start Menu
<b>Ctrl + Home</b>	To start of line
<b>Ctrl+Shift+Home</b>	To beginning of document
<b>Ctrl+Shift+Left Arrow</b>	To beginning of a word
<b>Ctrl+Shift+Right Arrow</b>	To end of a word
<b>Ctrl+Shift+Up Arrow</b>	To the beginning of a paragraph
<b>Ctrl+Shift+Down Arrow</b>	To the end of a paragraph
<b>Ctrl+Shift+F9</b>	Reverses <Alt + F9>
<b>Ctrl + Spacebar</b>	Set text back to default
<b>Shift+Right Arrow</b>	One character right
<b>Shift+Left Arrow</b>	One character left
<b>Shift + Close</b>	Close all parent folders
<b>Shift+End</b>	To end of a line
<b>Shift + Enter</b>	Explore selected object
<b>Shift+Home</b>	To beginning of a line
<b>Shift+Down Arrow</b>	One line down
<b>Shift+Up Arrow</b>	One line up
<b>Shift+Page Down</b>	One screen down
<b>Shift+Page Up</b>	One screen up
<b>Shift + right click</b>	"Open with" for selected item (Select first)

Shortcut	Function
<b>Shift + F10</b>	Right click
<b>Alt + F</b>	File menu
<b>Alt + Enter</b>	Properties
<b>Alt + double-click</b>	Properties
<b>Alt + Esc</b>	Switch between running applications
<b>Alt + Tab</b>	Toggle between running applications
<b>Alt + underlined letter</b>	Select menu item by underlined letter
<b>Alt + F4</b>	Quit active application or close current window
<b>Alt + F9</b>	Expose hyperlink field
<b>Alt + -</b>	Open Control menu for active document
<b>Alt + Print Screen</b>	Send active window to clipboard
<b>Alt + Backspace</b>	Undo
<b>Alt + Spacebar</b>	Open Control menu for active application
<b>Alt+Spacebar+C, N, R, M</b>	Close, Minimize, Restore, Move window. (Menu)
<b>Alt+Ctrl+Page Down</b>	To the end of a window
<b>Print Screen</b>	Send screen to clipboard or printer
<b>F1 key</b>	Open Help for active application
<b>Win+F1</b>	Open Windows Help
<b>Win+D</b>	Minimize all windows
<b>Win+E</b>	Open Windows Explorer
<b>Win+F</b>	Open Find
<b>Win+R</b>	Open Run window
<b>Win+Tab</b>	Cycle through Taskbar buttons
<b>Win+Break</b>	Open the System Properties dialog box
<b>Win+M</b>	Minimize all open windows
<b>Win+Shift+M</b>	Undo minimize all open windows
<b>Win+Ctrl+F</b>	Open Find: computer