

Basic Computer Shortcuts



Ctrl

+

A

Select All

Ctrl

+

C

Copy the selected content

Ctrl

+

V

Paste the selected content

Ctrl

+

X

Cut the selected content

Ctrl

+

Z

Undo the last action

Ctrl

+

N

Open the new document

Ctrl

+

P

Open the print option

Ctrl

+

F

Find a particular word

Ctrl

+

S

Save the file

Ctrl

+

←

Move one word to the left at a time

Ctrl

+

→

Move one word to the right at a time

Alt

+

F4

shutdown the computer





Windows shortcuts

Win	+	D	Show/Hide the desktop
Win	+	E	Open the File Explorer
Win	+	I	Open the setting
Win	+	L	Lock your computer
Win	+	M	Minimize all windows
Win	+	R	Open the run dialog box
Win	+	Tab	Open the Task view
Win	+	S	Open the search
Win	+	Prtsc	Save a screenshot in the pictures folder
Win	+	P	Open project screen options
Win	+	G	Open the Xbox gamer or screen recorder
Win	+	A	Open/Close action center



Internet Browser Shortcut Keys



Ctrl	+	O	Open a file from you computer
Ctrl	+	W	Close the current Tab
Ctrl	+	F	Find on page
Ctrl	+	9	Switch the last tab
Ctrl	+	Tab	Switch the next tab
Ctrl	+	N	Open the new browser window
Ctrl	+	H	Open history
Ctrl	+	B	Open the bookmars
Ctrl	+	P	Print the page
Ctrl	+	J	Open download history
Ctrl	+	D	Bookmark the current website
Alt	+	S	Save the current page on your PC





Function Key.

F1

Open the Help centre for almost every program

F2

Allows you to rename a selected file or folder

F4

Alt + F4 closes the active window

F5

Referesh the active the window or page.

F7

Used to spell check and grammer check in ms word.

F11

Maximize and minimize the active window

F3

Search features

