

Computer Shortcut Keys PDF Sheet (All Essential Shortcuts)

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Windows Shortcut Keys

Shortcut Key	Function
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select All
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + N	New File/Window
Ctrl + O	Open File
Alt + Tab	Switch Between Apps
Alt + F4	Close Active Window
Windows + D	Show Desktop
Windows + E	Open File Explorer
Windows + L	Lock Computer
Windows + R	Open Run Dialog
Windows + I	Open Settings
Windows + Tab	Task View
Ctrl + Shift + Esc	Task Manager
Windows + X	Power User Menu
F2	Rename File
F5	Refresh
Shift + Delete	Permanently Delete

File Explorer Shortcuts

Shortcut Key	Function
Ctrl + N	New Window
Ctrl + W	Close Window
Ctrl + Shift + N	New Folder
Alt + Enter	Properties
Alt + Left Arrow	Back
Alt + Right Arrow	Forward
Alt + Up Arrow	Parent Folder
Ctrl + Mouse Wheel	Change Icon Size

Microsoft Word Shortcut Keys

Shortcut Key	Function
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + E	Center
Ctrl + R	Align Right
Ctrl + J	Justify
Ctrl + K	Insert Hyperlink
Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + <	Decrease Font Size
Ctrl + Home	Beginning of Document
Ctrl + End	End of Document
Ctrl + Enter	Page Break
F7	Spelling Check

Microsoft Excel Shortcut Keys

Shortcut Key	Function
F2	Edit Cell
Alt + =	AutoSum
Ctrl + ;	Insert Date
Ctrl + Shift + :	Insert Time
Ctrl + Space	Select Column

Shortcut Key	Function
Shift + Space	Select Row
Ctrl + Arrow Key	Jump to Data Edge
Ctrl + Page Up	Previous Sheet
Ctrl + Page Down	Next Sheet
Ctrl + `	Show Formulas
Ctrl + Shift + +	Insert Cells
Ctrl + -	Delete Cells

Internet Browser Shortcut Keys

Shortcut Key	Function
Ctrl + T	New Tab
Ctrl + W	Close Tab
Ctrl + Shift + T	Reopen Closed Tab
Ctrl + Tab	Next Tab
Ctrl + Shift + Tab	Previous Tab
Ctrl + L	Address Bar
Ctrl + D	Bookmark Page
Ctrl + J	Downloads
Ctrl + H	History
Ctrl + R	Refresh
Ctrl + +	Zoom In
Ctrl + -	Zoom Out
Ctrl + 0	Reset Zoom

Screenshot Shortcut Keys

Shortcut Key	Function
PrtScn	Full Screen Screenshot
Alt + PrtScn	Active Window Screenshot
Windows + PrtScn	Save Screenshot Automatically
Windows + Shift + S	Snipping Tool

Advanced Windows Shortcuts

Shortcut Key	Function
Windows + M	Minimize All Windows
Windows + Shift + M	Restore Minimized Windows
Windows + Arrow Keys	Snap Windows
Windows + Plus (+)	Magnifier Zoom In
Windows + Minus (-)	Magnifier Zoom Out
Windows + Ctrl + D	New Virtual Desktop
Windows + Ctrl + F4	Close Virtual Desktop
Windows + Ctrl + Left/Right	Switch Virtual Desktop

Function Keys (F1–F12)

Key	Function
F1	Help
F2	Rename
F3	Search
F4	Address Bar (Explorer)
F5	Refresh
F6	Cycle Screen Elements
F7	Spell Check
F8	Startup Menu
F9	Refresh Fields
F10	Activate Menu Bar
F11	Full Screen
F12	Save As