

Basic Computer (Shortcut Keys)

1. Ctrl + C → Copy
2. Ctrl + X → Cut
3. Ctrl + V → Paste
4. Ctrl + Z → Undo
5. Ctrl + Y → Redo
6. Ctrl + A → Select all
7. Ctrl + S → Save
8. Ctrl + P → Print
9. Ctrl + O → Open
10. Ctrl + N → New file/window
11. Ctrl + F → Find
12. Ctrl + H → Replace
13. Ctrl + B → Bold
14. Ctrl + I → Italic
15. Ctrl + U → Underline
16. Alt + Tab → Switch between open apps
17. Alt + F4 → Close active window
18. Alt + Enter → Properties of selected item
19. Alt + Space → Window menu
20. Alt + Esc → Cycle through open windows
21. Windows + D → Show/Hide desktop
22. Windows + E → Open File Explorer
23. Windows + L → Lock computer
24. Windows + R → Run command
25. Windows + I → Open Settings
26. Windows + A → Action Center
27. Windows + S → Search
28. Windows + Tab → Task View
29. Windows + M → Minimize all windows
30. Windows + Shift + M → Restore minimized windows
31. Ctrl + Alt + Delete → Security options

32. Ctrl + Shift + Esc → Open Task Manager
33. F1 → Help
34. F2 → Rename selected item
35. F3 → Search
36. F5 → Refresh
37. F10 → Activate menu bar
38. F11 → Full screen mode
39. Delete → Delete selected item
40. Shift + Delete → Permanent delete
41. Backspace → Go back
42. Ctrl + Arrow Keys → Move cursor word by word
43. Shift + Arrow Keys → Select text
44. Ctrl + Shift + Arrow Keys → Select words/paragraphs
45. Ctrl + Mouse Scroll → Zoom in/out