

# Windows Keyboard Shortcuts

WF Lenzke, 02-Apr-17, 3:32:39 PM

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Remember: Use the **Ctrl** and **Alt** keys exactly like the **Shift** key!

<u>Shortcut</u>	<u>Function</u>
Alt + F4	Close selected item or program (Apps)
Alt + Tab	Switch between open programs (Apps)
Ctrl + A	Select All
Ctrl + C	Copy (selected text or photo to clipboard)
Ctrl + P	Print
Ctrl + V	Paste (clipboard content to cursor insertion point)
Ctrl + X	Cut (copy to clipboard and delete from text box)
Ctrl + Y	Redo
Ctrl + Z	Undo
Windows Logo + D	Display <b>Desktop</b>
Windows Logo + E	Open <b>File Explorer</b>
Ctrl + Alt + Del	Quick way to the power icon to shut down computer
Tab key-(not text)	Move HIGHLIGHT to next object or group of objects
Shift+Tab	Move HIGHLIGHT to previous object or group of objects
Tab key-dialog box	Move to NEXT text box
Shift+Tab	Move to PREVIOUS text box
Arrow keys	Move a character, line or object
Ctrl + arrow key	Move to NEXT word, line or paragraph
Shift + arrow key	Move and HIGHLIGHT character/line
ESC key	Exit full screen mode, exit current app
PRTSC	(Print Screen) Copy the <b>screen</b> image to <i>clipboard</i>
ALT+PRTSC	Copy <b>window</b> image to <i>clipboard</i>

There are many more keyboard shortcuts. Many pull down menus display shortcuts on the right side of the menu. You can also find more by searching the Internet.