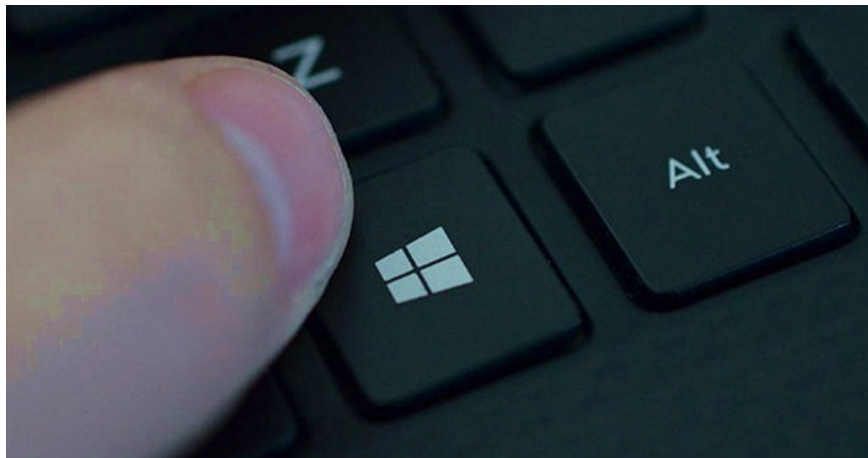


11 tips for shortcut keys when using windows computers

You can use a Windows computer well, but not everyone knows these secrets - how to use some keyboard shortcuts.

Tips 1 : If your computer contains information that needs security, just hold down the Windows key and press the L key, the computer screen will be locked immediately, no more worrying about data being peeped by others.

Tips 2 : When you want to find a document on your computer, usually people will go to My computer, then click the item to select, but computer gamers just need to hold the Windows key and Press the E key, the data management window will immediately open.



Tips 3 : Playing a game or watching sensitive things... the boss shows up. Do not click on the icon to return to the main screen in time, how do I do it? Don't worry, hold Windows key and press D key, the home screen immediately appears.

Tips 4 : Another little trick, holding down the Windows key and pressing the Tab key will switch between program windows.

Tips 5 : To display the Windows recording function, press Windows key + R, type "psr.exe" and select OK, you can start recording.

Tips 6 : You want to know how to adjust the screen brightness, volume, open wifi network, and see the laptop battery capacity at the same time? Or connecting a laptop to the TV need anything? Want to know these functions, just press Windows key + X, your request will be able to be met.

Tips 7 : Press Windows key + R, enter "osk", appear a virtual keyboard with features similar to the real keyboard.

Tips 8 : Image or text is a bit small, can't see clearly, what should I do? Try holding the Window key and pressing the "+" or "-" key.

Tips 9 : When many programs are open at the same time and want to switch between program windows, use Ctrl + Tab, and if you want to immediately close the open window, press Ctrl + W.

Tips 10 : Hold the Windows key and press the Fn key, press the Home key again, you can open the Properties section without having to use the mouse pointer to place the My computer icon, right-click and then select Properties.

Tips 11 : Hold shift + taskbar toolbar icon

1. Alt-Shift
2. Ctrl + S: Archive
3. Ctrl + W: Close the window
4. Ctrl + N: Open a new folder
5. Ctrl + O: Open the old folder
6. Ctrl + Z: Redo
7. Ctrl + F: Search
8. Ctrl + X: Cut
9. Ctrl + C: Copy
10. Ctrl + V: Paste
11. Ctrl + A: Select all
12. Ctrl + [: Reduce the font size
13. Ctrl +]: Enlarge the font size
14. Ctrl + B: Bold text
15. Ctrl + I: Italicize text
16. Ctrl + U: Underline text
17. Ctrl + Shift: Swap input language
18. Ctrl + Home: Go to the top of the page
19. Ctrl + End: Go to the bottom of the page
20. Ctrl + Esc: Show Start menu
21. Ctrl + Shift + : Zoom out, enlarge the font size
22. Ctrl + F5: Reload the website
23. Ctrl + folder move: Copy directory
24. Ctrl + Backspace: Switch keyboard typing method
25. When moving a folder, hold Ctrl + Shift: create a shortcut for the folder
26. Alt + Backspace + C: Close the window
27. Alt + Backspace + N: Minimize the window
28. Alt + Backspace + R: Restore the window
29. Alt + Backspace + X: Maximize the window
30. Alt + Backspace + M: Move the window
31. Alt + Backspace + S: Resize the window
32. Alt + Tab: Swap the workbook
33. Alt + F: Open the File menu
34. Alt + V: Open the View menu

35. Alt + E: Open the Edit menu
36. Alt + I: Open the Insert menu
37. Alt + O: Open the Organize menu
38. Alt + T: Open the Tool menu
39. Alt + A: Open the Favorites menu
40. Alt + W: Open the Windows menu
41. Alt + H: Open the Help menu
42. Alt + Enter: Check text properties
43. Alt + Double-click text: Check text properties
44. Shift + Backspace: Swap semi-full shape
45. Shift + Delete: Permanently delete the selected item without moving it to the trash.
46. Keyboard shortcuts to use in Word
47. CTRL + O: Open a document
48. CTRL + P: Print
49. CTRL + A: Select all
50. CTRL + D: Select font (select text first)
51. CTRL + G / H: Find / replace
52. CTRL + N: Open a new document
53. CTRL + M: Left margin (selected text first)
54. CTRL + U: Draw sketch (select text first)
55. CTRL + B: Bold (select text first)
56. CTRL + I: Italic (select text first)
57. CTRL + Q: Align the two sides (select text first) or place the cursor at the end of paragraph and perform operation.
58. CTRL + J: Align the two ends (work as above)
59. CTRL + E: Center align (do as above)
60. CTRL + R: Align to the right (do as above)
61. CTRL + K: Insert Hyperlink

These shortcuts seem complicated but extremely convenient to use, and after using it for a while you will see a marked improvement in productivity, you no longer need to rely on the mouse.

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