

# How to Learn Common Keyboard Shortcuts in Windows

There are many ways to get around on your computer quicker and easier. Here are some of the keyboard shortcuts you can use. Open Windows Explorer by touching .

Method 1 of 4:

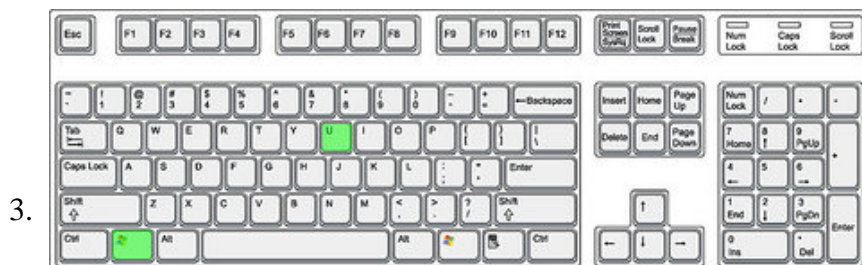
## In Windows Explorer Shortcuts



Open Windows Explor by touching ? **Win + E** .



Open the Run Dialog box by touching ? **Win + R** .



Make the Accessibility Utility Manager/Ease of Access Center show up by touching ? **Win + U** .



Make the Desktop show from any window by touching ? Win + D .



Open the Search Window by touching ? Win + F3 together.



Lock the computer by touching ? Win + L .



Minimize all windows by touching ? Win + M .



Focus your keyboard on the taskbar by touching ? Win + B .

1. Tap Tab to switch between sections.



**Open the System Properties windows by touching ? Win + Pause .**

1. (Same as "My Computer --> Properties).



**Make a pop-up show with the icons of the currently running application by holding Alt and hitting Tab ? once.**

1. While holding Alt hit Tab ? again and again to highlight the application. Release Alt to switch to the application.



**Switch applications.** Switch between any applications running on your screen by touching Alt + Esc .



**Close application or shut-down a pop-up window.** You can close the active window by touching Alt + F4 .

13.



Use **F1** key to access the **Help** menu for **Windows**. This main key can be used in any application or Windows software to enable the help menu for the program.

14.



Use **F2** to rename a file.

15.



Make the address bar drop-down by pressing **F4**.

16.



Refresh the screen by pressing **F5**.

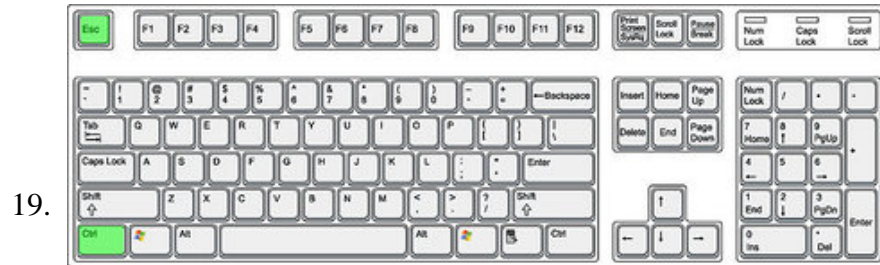
17.



Expand the directory tree of the selected folder in Windows Explorer by pressing **Num ?+ \*** keys together.



Collapse the directory tree of the selected folder in Windows Explorer by pressing the **Num ?+ -**.



Open the Start Menu by touching **Ctrl + Esc**.



Open the Windows Task Manager. Open the Task Manager from anywhere by touching **Ctrl + Shift + Esc**.



Learn another shortcut to make the computer shutdown. This keyboard shortcut is **Win + U**, then hit **U + Enter** again.

1. This will only work on Windows XP.

22.



Access the Developer Tools(view the webpage in html, css, etc) by touching the **F12** key.

Method 2 of 4:

## In Internet Browsers

1.



Open a new tab with **Ctrl + T**.

2.



Open a new window with **Ctrl + N**.

3.



Press **Alt + D** to select the the web page address in the address bar (Internet Explorer, Google Chrome and Safari).

4.



Press **F4** to view the most recently visited websites in the drop down box of the address bar (Internet Explorer only).

Method 3 of 4:

## In Applications

1.



Make text bold with **Ctrl + B** , italicized with **Ctrl + I** , and underlined with **Ctrl + U** (these do not work in Notepad).

2.



Use **Home** or **End** to go the beginning or end of a line of text, respectively. Add **Ctrl** to either of these keys to go the beginning or end of the document.

3.



**Change the font size.** You can change font size by selecting the text and pressing either **Ctrl + >** or **Ctrl + .** Note that this font sizing tip does not work in Notepad.

4.



**Save a document by pressing Ctrl + S.** This is common in just about any application, including Microsoft Word and Notepad.

1. Or you may press F12 for the Save-As selection on most applications. This also applies for most applications.

Method 4 of 4:

## Miscellaneous

1.



**Press Shift, then drag the mouse over the files that you want to select, to select multiple files at once.** Alternatively you can hold Ctrl and click on each file individually.

1. Ctrl + A Select All



2. Ctrl + C - Copy.



3. Ctrl + X - Cut



4. **Ctrl** + **V** - Paste



5. **Ctrl** + **Z** - Undo



6. **Ctrl** + **Y** - Redo



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