

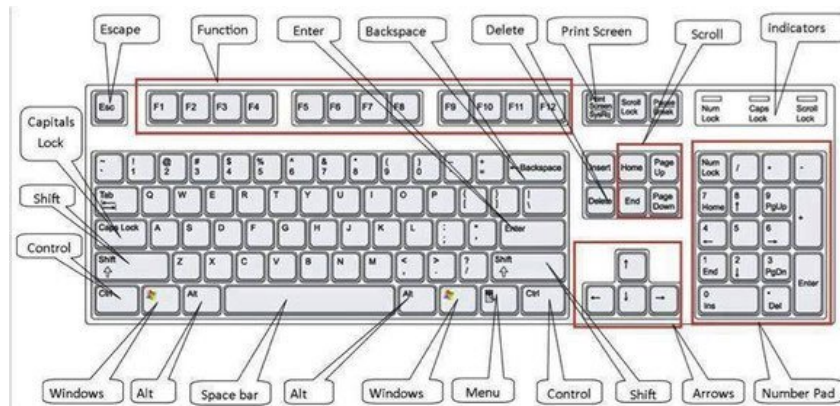
More than 60 computer shortcuts you should memorize

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Combining **computer shortcuts** helps users use computers more efficiently by combining keys to call a feature, rather than having to manually select. Windows shortcuts are extremely useful in applications with too many features, such as Microsoft Office Word.

Below is a list of the most popular **Windows shortcuts** for managing on Windows, as well as text editing and web surfing.

34 common shortcuts on Windows Command Prompt



Position keystrokes on a standard keyboard set.

General Windows computer shortcuts

- Ctrl + C:** Copy selected object
- Ctrl + X:** Cut (*Cut*) the selected object
- Ctrl + V:** Paste (*Paste*) the selected object
- Ctrl + Z:** Return to the previous time (Undo)
- Ctrl + A:** Select all.
- Ctrl + a scroll key (left / right / up / down) :** Select multiple discrete files / folders.

Ctrl + Shift + a scroll key (left / right / up / down) : Select multiple files / folders continuously.

Ctrl + Shift + use mouse to drag: Create shortcut for selected file / folder.

Ctrl + key moves right: Move the cursor to the end of the word that is behind it.

Ctrl + left scroll key: Move the mouse pointer over the first character of the previous word.

Ctrl + scroll key: Move the cursor to the beginning of the next paragraph.

Ctrl + scroll key: Move the cursor to the beginning of the previous paragraph.

Ctrl + Esc: Open Start Menu, replace Windows key.

Ctrl + Tab: Move between browser tabs in order from left to right.

Ctrl + Shift + Tab: Move between browser tabs in order from right to left.

Ctrl + F4: Closes the current number of the currently executing program.

Ctrl + Alt + Tab: Use the arrow keys to switch between open applications.

Ctrl + Shift + Esc: Open Task Manager

Ctrl + Esc: Open Start menu

Alt + Enter: Open the Properties window of the currently selected file / folder.

Alt + F4: Close a program.

Alt + Tab: Switch between programs running

Alt + Esc: Select an order of another active window to work.

Alt + click: Move quickly to a part of the text from the table of contents.

Alt + F8: Displays the password on the login screen.

Alt + left arrow key: Return to the previous page.

Alt + right arrow key: Go to the back page.

Alt + spacebar: Open the shortcut menu for the current window.

Backspace: Return to the previous list, similar to Undo.

Shift: Hold this key when you insert the disc into the optical drive to prevent the '*autorun*' feature of the CD / DVD from automatically activating.

Shift + Delete: Permanently delete files / folders without putting them in the trash.

Shift + F10: Open the shortcut menu for the selected object

Enter: Confirm the entered data instead of the program buttons, like OK, .

F1: Open the help section of a software.

F2: Rename the selected object

F3: Open the file / folder search feature in My Computer.

F4: Open the list of addresses in the Address section of My Computer.

F5: Refresh the icons in the current window.

F6: Move around the elements of the screen on a good window on the desktop

F10: Access the Menu bar of the current application

Tab: Move between components on the window.

With Windows key:

Windows: Open or close the Start menu

Windows + Break: Open the System Properties window.

Windows + D: Hide / show the desktop screen.

Windows + M: Minimize the current window to the taskbar.

Windows + E: Open File Explorer to view the drives and folders.

Windows + F: General search.

Ctrl + Windows + F: Search for data in My Computer.

Windows + F1: See instructions for operating system /

Windows + L: Lock the computer screen

Windows + R: Open the Run window.

Windows + U: Open Ease of Access Center in Control Panel.

Windows + A: Open Action center

Windows + C: Open Cortana in listening mode

Windows + Alt + D: Display and hide the date and time on the computer.

Windows + I: Open Settings

Windows + P: Select the display display mode (when connecting to the projector, external monitor)

System features:

Hold down the right Shift key for 8 seconds: Turn on / off FilterKeys.

Left Alt + Left Shift + Print Screen: Turn off / open High Contrast.

Left Alt + Right Shift + Numlock: Turn on / off MouseKeys.

Press Shift 5 times: Turn off / open StickyKeys either.

Windows shortcut used in the editor:

Ctrl + O: Open the data.

Ctrl + N: Create new.

Ctrl + S: Save over the existing data file.

Ctrl + W: Open a new window Close the window

Alt + F: Displays a menu list from the current window.

Ctrl + P: Call the printing feature from the running application.

Ctrl + F10: Zoom in / out the application window.

1. Summary of expensive shortcuts in Microsoft Excel
2. Summary of common Microsoft Word shortcuts

Windows shortcut for Internet Explorer:

Ctrl + B: Open your browser's favorite address list.

Ctrl + E: Move to the search bar of the browser.

Ctrl + F: Smart search on open website.

Ctrl + H: Open the browsing history.

Ctrl + I: Open the directory to manage your favorite address.

Ctrl + L: Display the dialog box to enter the address of the website to access.

Ctrl + N: Create a new web browser window.

Ctrl + R: Refresh the data currently displayed from a website.

Ctrl + F5: Refresh the web page and delete the existing data in the Cache.

Ctrl + T: Open a new card.

Ctrl + W: Turn off the current card.

Which friend is the most familiar with the shortcut? If you know more shortcuts that are not on this list, please share with everyone!

See more:

1. Good tips and tricks in Windows 7 (Part 1)
2. 44 shortcuts are useful on all browsers
3. Photoshop shortcuts help you work faster (part 1)

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