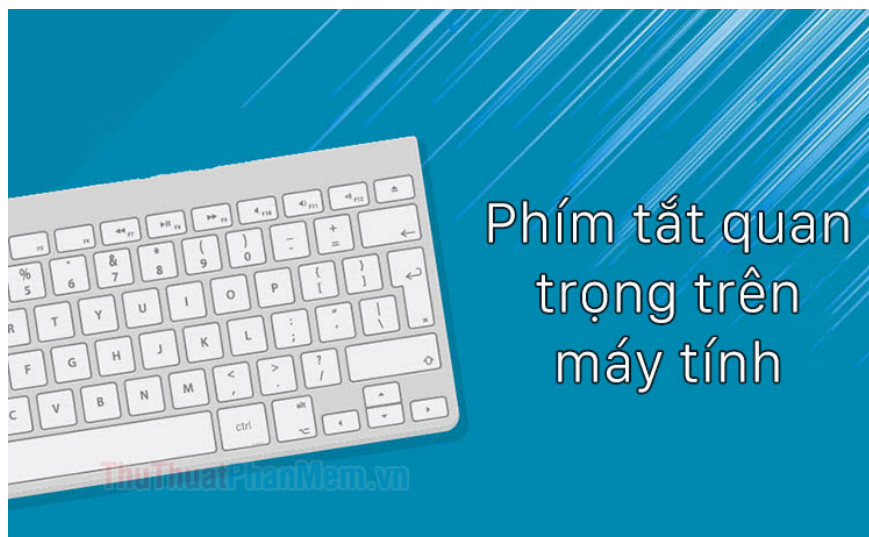


The most important keyboard shortcuts you need to know

Using keyboard shortcuts helps you master your PC and save time working on your computer. In the article below, TipsMake shares with readers important keyboard shortcuts on the computer that we should know.

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1. Shortcuts basic functions on the computer

Ctrl + C: Copy

Ctrl + X: Cut

Ctrl + V: Paste (Paste)

Ctrl + Z: Return to the previous item (Undo)

Ctrl + A: Select all objects.

Ctrl + scroll key (top / bottom / left / right): Select files / folders according to the cursor position

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

Ctrl + Shift + left click on a folder, file and hover: Create shortcut for the selected file / folder.

Ctrl + right scroll key : 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 word before it.

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

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

Ctrl + Esc: Open the Start Menu

Ctrl + Tab: Switch between tabs on the browser.

Ctrl + Shift + Tab: Switch between tabs from left to right

Ctrl + F4: Close an application's current window.

Ctrl + Alt + Tab: Switch between running applications.

Ctrl + Shift + Esc: Turn on Task Manager.

Ctrl + Esc: Open the Start menu

Alt + Enter: Open the Properties dialog box for the file / folder currently selected.

Alt + F4: Exit application, shutdown.

Alt + Tab: Switch between open applications.

Alt + Esc: Select an application running in the background in order of priority.

Alt + left mouse click: Move quickly to the text position.

Alt + F8: Turn on the display of passwords

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

Alt + right arrow key: Return to the following item.

Alt + spacebar: Open a shortcut for the application, the file is running.

Backspace: Return to the previous item.

Shift: Hold down this key and put the CD / DVD in the drive to turn off the Autorun feature on the CD / DVD.

Shift + Delete: Permanently delete files / folders.

Shift + F10: Open shortcut for selected folder, file

Enter: Enter a line break when typing text, which is a confirmation key on dialog boxes.

F1: Open the application help section

F2: Rename the folder, file.

F3: Turn on file / folder search in This PC.

F4: Open the Address section of This PC.

F5: Refresh desktop icons, folders.

F6: Randomly select items and move in order of the items on the screen.

F10: Open the Menu of the currently running software

Tab: Move back and forth between icons, shortcuts, and applications.

2. Shortcut key with Windows function key

Windows: Open / close the Start menu

Windows + Break : Open System Properties.

Windows key + D: Hide / unhide desktop.

Windows key + M: Minimize the running application to the taskbar.

Windows key + E: Open File Explorer.

Windows key + F: Open a search field.

Ctrl + Windows + F: Open the search item in This PC / My Computer.

Windows + F1: Open the Windows user guide in the browser

Windows key + L: Lock your computer screen

Windows key + R: Open the Run window.

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

Windows key + A: Open the Action center

Windows key + C: Open Cortana (Windows 10) in Listen mode

Windows key + Alt + D: **Show** or hide the date and time on the taskbar

Windows key + I: Open Settings

Windows key + P: Select a display mode (one monitor, stretched, synchronized) when connecting to a secondary monitor.

3. Shortcuts in editors (Microsoft Office, Notepad .)

Ctrl + O: Open a document, file.

Ctrl + N: Create a new document or file

Ctrl + S: Save the file.

Ctrl + W: Open a new working window

Alt + F: Display the menu list of the open application.

Ctrl + P: Open the Print Options printer to print the document.

Ctrl + F10: Maximize / minimize the running application window.

4. Windows shortcut on Internet Explorer web browser

Ctrl + B: Open a list of favorite sites (Favorites) of the browser.

Ctrl + E: Move quickly to the browser search box.

Ctrl + F: Open the content search engine on the open website.

Ctrl + H: Open browsing history.

Ctrl + I: Open the list of Favorite folders

Ctrl + L: Open a web address input dialog box.

Ctrl + N: Create a new browsing tab.

Ctrl + R: Refresh data (script, plugin) open website

Ctrl + F5: Refresh the web page, and delete the website cache.

Ctrl + T: Open a new tab.

Ctrl + W: Close an open tab.

5. Keyboard shortcuts on the Microsoft Edge browser

Ctrl + Tab (Ctrl + Shift + Tab): Switch between tabs

Ctrl + 1-9: Switch tabs in order.

Shift - click on website link : Open a tab in a new window.

Ctrl + W: Close an open tab

Ctrl + Shift + N: Move an open tab to a new window.

Ctrl + K: Make a copy of the current tab.

Click on open tabs + hover in the following directions: Move between tabs.

Ctrl + I: open Favorites.

Ctrl + M: open Reading List.

Ctrl + H: open History

Ctrl + J: Open Downloads.

Ctrl + Shift + P: Leave a private tab (Private)

Alt + Spacebar + N: Minimize browser window.

Alt + Spacebar + M: Minimize browser size.

Alt + left arrow key or Alt + right arrow key: to go back one page on the current window or forward a page

Ctrl + E: Highlight a web address when clicking on it

Ctrl + Shift + L: Search for copied text.

Ctrl + F: Open content search.

Ctrl + = sign : Enlarge text

Ctrl + sign - : Zoom out the text

Ctrl + O : Return to default.

Ctrl + Shift + R: Open reading mode.

Ctrl + R or F5: To reload a page.

Alt + Home: To return to the homepage.

6. Some other functional shortcuts

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

Press the Shift key 5 times: Turn on / off StickyKeys.

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

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

With the sharing in the article about useful keyboard shortcuts, readers can use the computer more professionally and effectively. Good luck!

You finished reading the article "**The most important keyboard shortcuts you need to know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
