

Useful keyboard shortcuts on a computer.

When using a computer, most users frequently use the mouse to control the machine and the keyboard to type characters. However, you may not know that keyboard shortcuts can be helpful for operating and using the computer.

Using keyboard shortcuts makes navigating and manipulating your computer much easier and more convenient. But how do you know all the functions of these shortcuts? Especially when many computer shortcuts can be used interchangeably with shortcuts in Excel, Word, and other applications.

This article from TipsMake will compile a list of keyboard shortcuts for your computer, including many shortcuts in Excel and Word that can be easily applied simultaneously.

Shortcuts

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Keyboard shortcuts in Windows Manager

Windows key: Opens the Start Menu (or you can use Ctrl + ESC).

Windows key + Tab: Switch between 3D workspaces.

Windows key + Pause : Opens the System and Security window to view basic computer information (System Properties).

Windows key + E : Opens Windows Explorer, which includes options for the computer's hard drives.

Windows key + R : Opens the Run search window.

Windows key + F : Searches for files on the computer.

Windows key + Down arrow key : Minimize the current working window to a suitable size.

Windows key + number (1 > 9) : Opens minimized task panes.

Windows key + L : Locks the current computer screen.

Windows key + Space key : The current workspace becomes transparent.

Windows key + T : The current state of the task pane is displayed.

Windows key + arrow keys (Up-Down-Right-Left) : Moves the current work window in the direction of the arrow.

Windows key + M : Minimizes the work windows currently under Task Manager.



Key combination with function key

F1 key : Opens the window showing the currently active workspace.

F2 key : Renames files and folders.

Press the F5 key to perform the Refresh operation.

Alt + F4 key combination : Closes the current window.

F6 key : Points to individual items in the web browser.

The Ctrl and Shift key combination

Ctrl + Shift + N : Opens a new folder on the computer.

Ctrl+C key : Copy one or more files or folders in Windows

Ctrl+X key : Cut a file or folder in Windows.

Ctrl+V key : Paste files or folders in Windows



Ctrl+Z key : Undoes previously performed incorrect actions.

Ctrl + A : Select all items in the same folder or drive.

Ctrl + Shift + Esc key combination: Opens Task Manager

Shift + Delete : Permanently deletes the selected data.

Shift + arrow keys (Up-Down-Right-Left): Highlight the data for each item you move the arrow keys to.

The keyboard shortcut Ctrl + Shift + Delete : Allows access to computer management functions.

The keyboard shortcuts introduced by TipsMake above are also very helpful when using Word, Excel, or other software and services. This is because many service providers have taken advantage of users' habits with common computer keyboard shortcuts to create shortcuts in Word , Excel, etc., helping users interact with the software faster.

However, the above computer shortcuts are only for Windows users. Mac users will have their own set of shortcuts on their MacBook due to the completely different keyboard designs between Windows and Mac OS. Therefore, if you are using both operating systems, you will need to learn more about **MacBook shortcuts** if you want to use your computer more efficiently.

Above are some of the most basic keyboard shortcuts that you can use to work with your computer faster and more efficiently. Additionally, you can refer to more shortcuts for faster and more efficient web browsing, especially if you use Gmail frequently; knowing Gmail shortcuts will make filtering and finding emails much easier.

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