



# Commonly Used Keyboard Shortcuts

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Getting familiar with Windows keyboard shortcuts not only help you get the work done faster, but also more efficient.

- Ctrl+A** - Select all
- Ctrl+C** - Copy
- Ctrl+X** - Cut
- Ctrl+V** - Paste
- Ctrl+Z** - Undo
- Ctrl+Y** - Redo
- Ctrl+F** - Find
- Ctrl+P** - Open the Print dialog box
- Ctrl+⇨** - Move the insertion point to the beginning of the next word
- Ctrl+⇧** - Move the insertion point to the beginning of the previous word
- Ctrl+Shift +⇧ or ⇨** - Highlight a block of text
- Shift +⇧ or ⇨ or ↑ or ↓** - Select text in a document
- Del** - Deletes the character to the right of the cursor
- Backspace** - Deletes the character to the left (backwards) of the cursor

## Microsoft Natural Keyboard Shortcuts

- ⌘+Tab** - Show all open windows
- ⌘+D** - Display the desktop
- ⌘+E** - Open My Computer
- ⌘+F** - Search for a file or a folder
- ⌘+⇧ or ⇨** - Snap two windows on the desktop

## Windows Explorer Keyboard Shortcuts

- F2** - Rename the selected item
- F5** - Update the active window
- PrtScn** - Copy screenshot of entire screen to clipboard
- Alt+PrtScn** - Copy screenshot of an active window to clipboard
- Alt+Tab** - Switch between the open windows
- Alt+F4** - Close the active program
- Ctrl+F4** - Close the active document in programs that enable you to have multiple documents open simultaneously