

Old Favourites

Ctrl & Z / Y	Undo and redo
Ctrl & Home/End	Jump to beginning/ end of document
Ctrl & A	Select all items in window or doc
Ctrl & S	Save document
Ctrl & F	Find text in any app or browser
Ctrl & N	New window
F5	Refresh
Ctrl & C / V / X	Copy, paste, cut
Ctrl & P	Print
Ctrl & T	New browser tab

Absolutely Essential

Win & V	Clipboard history
Ctrl & Mouse Scroll	Zoom in/out in many apps
Alt & Tab	Switch between open apps quickly
Win & H	Start voice dictation
Ctrl & Shift & V	Paste plain text
Win & S	Open Search bar
Win & .	Open emoji picker
Win & Shift & S	Take screenshot
Win & L	Lock screen
Win & E	Open File Explorer
Win & Shift & T	Grab text from screenshot
Ctrl & K	Search in browser

The 50 Most Essential Shortcuts



0800 158 3588

info@computertutoring.co.uk

www.computertutoring.co.uk



File & Folder Management

Win & E	Open File Explorer
Ctrl & Shift & N	Create a new folder in File Explorer
F2	Rename file/folder
Alt & Enter	Open Properties for selected file/folder
Ctrl & Mouse Clicks	Select multiple files or folders separately
Shift & Mouse Clicks	Select groups of files or folders
Alt & Up Arrow	Go up one folder level



Unlock More Shortcuts

Windows & Desktop

Win & D	Show desktop (minimise windows)
Win & Tab	View open windows
Win & Arrows	Snap window to edge of screen
Win & Ctrl & D	Create a new virtual desktop
Win & Ctrl & Left/Right Arrows	Switch virtual desktops
Win & Ctrl & F4	Delete virtual desktop
Win & Shift & Left/Right Arrow	Move window to another monitor
Win & Home	Minimise all windows except active one
Alt & F4	Close application
Win & L	Lock screen

Start, Search & Navigation

Win & S	Open Search bar
Win & numbers (1-9)	Open pinned task bar app by position
Ctrl & F1	Show/Hide Ribbon in Office Apps
Alt & Esc	Cycle through open windows
Win & Shift & Left/Right Arrow	Move window to another monitor
Win & Home	Minimise all windows except active one

Clipboard & Text Editing

Ctrl & C / V / X	Copy, paste, cut
Ctrl & Shift & T	Reopen last closed browser tab
Ctrl & Left/Right Arrow	Move cursor word by word
Ctrl & Shift & Left/Right arrow	Select word by word
Ctrl & backspace	Delete word