

# Universal Shortcuts

**Ctrl + A** > Select the entire text on the selected window

**Ctrl + Z** > Undo (erasing which is just added)

**Ctrl + Y** > Redo an action.

**Ctrl + X** > cut the selected text

**Ctrl + C** > copy the selected text

**Ctrl + V** > paste the selected text

**Ctrl + B** > Makes the selected text **Bold**

**Ctrl + U** > Makes the selected text Underline

**Ctrl + I** > Makes the selected text *Italic*

**Ctrl + S** > To save the file

**Ctrl + D** > Delete selected item.

**Ctrl + P** > To give print of the current page

**Shift + D** > Delete the selected item permanently skipping Recycle Bin.

**Ctrl + D** > Delete the selected files

**Ctrl + Shift + N** > Create new folder on desktop or File Explorer.

## **Word/excel shortcuts**

**Ctrl + Alt + V** > Paste Special

**Shift + Ctrl + 9** > Unhide Row

**Ctrl + 0** > Hide Column

**Shift + Ctrl + 0** > Unhide Column

**Ctrl + Space** > Select column

**Ctrl + O** > Open Workbook

**Ctrl + S** > Save Workbook

**Ctrl + N** > New Workbook


**Ctrl + P** > Print


**F12** > Save as


**Ctrl + F2** > Print Preview


**Alt F4** > Close Excel

**Ctrl + pgup** > Jumps to previous sheet

Ctrl +  > Moves to last row of data

Ctrl +  > Moves to first row of set

Ctrl +  > Move to one word on right

Ctrl +  > Move to oonoe word on right

Ctrl + . > Copy formula from above cell

Ctrl + \* > Copy value from above cell

Ctrl + : > Insert current time

Alt + F4 > Close the currently opened window

Alt + Tab > Switch between open apps by click on TAB

Ctrl + Shift + Click app button > To Rum As Administrator

Home > Scroll to the top of the window.

End > Scroll to the bottom of the window.

**F1**> Get Help.

**F2**> Rename selected item.

**F3** > Open FIND option

**F4**> Switch focuses on to address bar.

**F5** > Refresh File Explorer's current view.

**F6** > Cycle through elements on the screen.

**F11** > Switch active window full-screen mode.

## Windows Shortcuts

**Win key + V** > copy clip

**Win key + Number (0-9)**> Open the app in the number position in the taskbar.

**Win key + PRT SC** > windows shortcuts screenshot and PRT SC

**Win key + Shift + S** > Create part of the screen screenshot.

**Win key + Alt + D** > Open date and time in the taskbar.

**Win key + Pause** > Show System Properties dialog box.

**Win key + M** > Minimize all windows.

**Win key + B** > Set focus notification area in the taskbar.

**Win key + (.)** > Open Emojis

**Win key + D** > Show the Desktop

**Win key + Ctrl + D** > Create a virtual desktop.

**Win key + Ctrl + F4** > Close active virtual desktop

**Win key + Ctrl + Left arrow** > Switch to the virtual desktop on the left.

**Win key + Ctrl + Right arrow** > Switch to the virtual desktop on the right.

**Win key + Ctrl + Shift + B** > Wake up the device when black or a blank screen.

**Win key + I** > Open Settings app.

**Win key + E** > Open File Explorer.

**Win key + L** > Lock Device

**Win key + S** > Search

**Win key + F** > Launch Feedback Hub app.

**Win key + C** > Launch Cortana app.

**Win key + O** > Lock device orientation.

**Win key + G** > Launch Game bar app.

**Win key + R** > Open Run command.

**Win key + Y** > Change input between desktop and Mixed Reality.

**Win key + J** > Set focus on a tip for Windows 10 when applicable.

**Win key + H** > Open dictation feature.

**Win key + K** > Open Connect settings.

**Win key + X** > Open Quick Link menu.

**Win key + V** > Open Clipboard bin.

**Win key + P** > Open Project settings.

**Win key + Ctrl + Enter** > Open Narrator.

**Win key + T** > Cycle through apps in the taskbar.

**Win key + Z** > Switch input between the desktop experience and Windows Mixed Reality.

**Win key + W** > Open the Windows Ink Workspace.

**Win key + U** > Open Ease of Access settings.

**Win key + (,) >** Temporarily peek at the desktop.

**Win key + Up arrow key >** Maximize app windows.

**Win key + Down arrow key >** Minimize app windows.

**Win key + Home >** Maximize or Minimize all but the active desktop window.

**Win key + Plus (+) >** Zoom in using the magnifier.

**Win key + Minus (-) >** Zoom out using the magnifier.

**Win key + Esc >** Exit magnifier.

**Win key + Forward-slash (/) >** Start IME reversion.

**Win key + Shift + M >** Restore minimized windows on the desktop.

**Win key + Shift + Right arrow key >** Move active window to monitor on the right.

**Win key + Shift + Up arrow key >** Stretch desktop window to the top and bottom of the screen.

**Win key + Shift + Left arrow key >** Move active window to monitor on the left.

**Win key + Left arrow key >** Snap app or window left.

**Win key + Right arrow key** > Snap app or window left.

**Win key + A** > Open Action Center

**Win key + Shift + S** > Capture part of the screen with Snip & Sketch.

**Win key + Alt + Number (0-9)** > Open Jump List of the app in number position in the taskbar.

**Also Read:** [How To Take Screenshot In Incognito Mode Android](#)

# QuickKey

 Start screen

**A** Ctrl + A  
Select All

**C**  + C  
Open charms

**D**  + D  
Show desktop

**E**  + E  
Open Windows Explorer

**E** Ctrl + E  
Select Search Box

**M**  + M  
Minimize all windows

**N** Ctrl + N  
New window

**N** Ctrl + Shift + N  
New folder

**O**  + O  
Lock screen orientation


**P**  + P  
Projection Options

**Q**  + Q  
Search charm

**F**  + F  
Go to Files in Search charm

**H**  + H  
Share charm

**I**  + I  
Settings charm

**J**  + J  
Switch focus between snapped & larger apps


**K**  + K  
Devices charm


**L**  + L  
Switch Users/Lock

**R**  + R  
Run

**T**  + T  
Set focus on taskbar and cycle apps

**U**  + U  
Ease of Access Center

**V**  + V  
Cycle through notifications

**V**  + Shift + V  
Cycle through notifications backwards

**W**  + W  
Go to Settings in Search charm

# Chromebook Shortcuts

These shortcuts will help you if you are using Chromebook or chrome browser

Tip: Press Ctrl + Alt + ? to see a map of these shortcuts on your screen

Ctrl + F > Find

Ctrl + I > Italicize

Ctrl + K > Create a link

Ctrl + L > Omnibox text

Ctrl + N > New Window

Ctrl +  > Caps lock

Ctrl + + > Zoom in

Ctrl + Space Bar > Screenshot

 > Search



> Go Back



> Go Forward

**Ctrl + R** > Refresh

**Ctrl + R** > New tab

**Ctrl + W** > Close tab

**Ctrl + 0** > Reset zoom

**Ctrl + -** > Zoom Out

**Ctrl + Shift + Space** > Screenshot (Partial Screen)