

General Shortcut Keys of Computer



Stackfindover
A Coding Blog By Rahul

To Do This	Press Key
Rename the selected item	F2
Search for a file or folder	F3
Refresh the active window	F5
Select all items in a document or window	CTRL + A
Copy the selected item	CTRL + C
Cut the selected item	CTRL + X
Paste the selected item	CTRL + V
Move the selected to the recycle bin	DELETE Key
Delete the selected item permanently	SHIFT + DELETE
Select more than one item	SHIFT + Any Arrow key
Open or close the Start menu	Windows Key
Open Magnifier	WIN + Plus

Close Magnifier	WIN + ESCAPE
Open the advanced menu	WIN + X
Open the setting	WIN + I
Open the charm bar	WIN + H
Highlight the notification arrow	WIN + B
Open Cortana	WIN + C
Open File Explorer	WIN + E
Open Run window	WIN + R
Go to the lock screen	WIN + L
Minimize all open windows	WIN + M
Restore all minimize windows	WIN + SHIFT + M

Advance Shortcut Keys of Computer

To Do This	Press Key
Close window and Shut down or restart Window	ALT + F4
Switch open items	ALT + TAB
Open the menu for the active window	ALT + SPACEBAR
Close the active document or file etc	CTRL + F4
Search for computer	CTRL + Win + F
Copy selected item	CTRL + Insert
Display start menu	CTRL + ESC
Restart the computer	CTRL + ALT + DEL
Dock the active window to the left half of the screen	WIN + Left Arrow
Dock the active window to the right half of the screen	WIN + Right Arrow
Maximize the active window vertically and horizontally	WIN + Up Arrow

Restore or minimize the active window	WIN + Down Arrow
Switch input language and keyboard layout	WIN + Spacebar
Display the system properties	WIN + BREAK
Take a picture of the screen {Computer>Pictures>Screenshots folder}	WIN + PRINT
Create a new virtual desktop	WIN + CTRL + D
Close the current virtual desktop	WIN + CTRL + F4
Hide/Display all non active windows	WIN + HOME

Internet Explorer Shortcut Keys of Computer



To Do This	Press Key
Refresh page	F5
Go back to the previous page	Alt + Left Arrow/Backspace
Go to next page	Alt + Right Arrow
Move a selected item down the favorites list	Alt + Down Arrow
Zoom in or out	CTRL + (+ or -)

Add (www.) at the beginning and (.com) to the end of any text entered in the Address bar	CTRL + Enter
Add the current site to your favorites	CTRL + D
Display your favorites	CTRL + I
Open a new window	CTRL + N
Print the current page	CTRL + P
Open a new tab	CTRL + T
Closes tabs in the background	CTRL + F4
Switch between tabs	CTRL + Tab
Revert close tab	CTRL + SHIFT + T
Move up one page	SHIFT + Spacebar

Most Useful Microsoft Word Keyboard Shortcuts

Microsoft Word Keyboard Shortcuts



To Do This	Press Key
For copy	Ctrl + C
For paste	Ctrl + V

For cut	Ctrl + X
Save	Ctrl + S
Open new Document	Ctrl + N
Automatically place the current Date on the document	Alt + Shift + D
Insert links into a document	Ctrl + K
Remove unwanted formatting.	Ctrl + Space
Search window	Ctrl + F
Replace window	Ctrl + H
Delete entire words at a time.	Ctrl + Backspace
Decrease the font size	Ctrl + Shift + <
Increase the font size	Ctrl + Shift + >
Toggles through capitalization options.	Shift + F3
To move the cursor to the location where it was when you last edited before saving the document.	Shift + F5

Most Useful Microsoft Excel Keyboard Shortcut

Microsoft Excel Keyboard Shortcut



To Do This	Press Key
Create a new workbook	Ctrl + N
Close the active workbook	Ctrl + F4 / Ctrl + W
Open an existing workbook	Ctrl + O
Save the active workbook	Ctrl + S
Open the "Print" dialog / print preview window	Ctrl + P
Undo your last action	Ctrl + Z
Save the active workbook under a new name, displays the Save as dialog box	F12
Copy the contents of the selected cells to Clipboard	Ctrl + C
Insert the contents of the Clipboard into the selected cell	Ctrl + V
Cut the contents of the selected cells to Clipboard	Ctrl + X

Windows 10 keyboard shortcuts Keys



Command Prompt keyboard shortcuts

To Do This	Press Key
Enter Mark mode	Ctrl + M
Copy the selected text	Ctrl + C [or] Ctrl + Insert
Paste the selected text	Ctrl + V [or] Shift + Insert
Move the cursor in the specified direction	Arrow keys
Move up one line in the output history	Ctrl + Up arrow
Move down one line in the output history	Ctrl + Down arrow
Move the cursor by one page up	Page up
Move the cursor by one page down	Page down

File Explorer keyboard shortcuts

To Do This	Press Key
Select the search box	Ctrl + F [or] Ctrl + E
Open a new window	Ctrl + N
Close the active window	Ctrl + W
Create a new folder	Ctrl + Shift + N
Change the size and appearance of file and folder icons	Ctrl + mouse scroll wheel
Display all folders above the selected folder	Ctrl + Shift + E
Display the preview panel	Alt + P
Open the Properties dialog box for the selected item	Alt + Enter
View the next folder	Alt + Right arrow
View the folder that the folder was in	Alt + UP arrow
View the previous folder	Alt + Left arrow [or] Backspace

5 Secret Shortcut Keys of Computer

To Do This	Press Key
Open My Computer	Windows key + E
Open Run Dialogue Box	Windows key + R
Open the task manager	Ctrl + Shift + Esc key
Open the Clipboard app	Windows key + V
Paste	Shift + Insert

ALT Codes for Currency Symbols & Signs

To Do This	Press Key
\$ Dollar Sign	Alt + 36
¢ Cent Sign	Alt + 155
£ Pound Sign	Alt + 156
¥ Yen Sign	Alt + 157
€ Euro Sign	Alt + 0128