

Windows Basics

Keyboard Shortcuts in Windows



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What are keyboard shortcuts?

Keyboard shortcuts are **keys or a combination of keys** you can press on your keyboard to perform a variety of tasks. Using keyboard shortcuts is often **faster than using a mouse** because you can keep both hands on the keyboard. Keyboard shortcuts are also **universal**, which means you can use many of the same shortcuts in a **variety of applications**. For example, you can use the shortcuts to copy and paste text in a word processor and in a web browser.

Video: Keyboard Shortcuts



Using shortcuts

Many keyboard shortcuts require you to **press two or more keys in a specific order**. For example, to perform the shortcut **Ctrl+X**, you would press and hold the **Ctrl** key, then press the **X** key, then release.



You'll use the **Ctrl (Control)** or **Alt** key to perform most keyboard shortcuts. You'll find these keys near the bottom-left corner of your keyboard.



Working with text

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, such as **copying and pasting** text.

- **Ctrl+X**: Cut the selected text.
- **Ctrl+C**: Copy the selected text.
- **Ctrl+V**: Paste the copied or cut text.
- **Ctrl+A**: Select all of the text on the page or in the active window.

The Field Bazaar

by Sir Arthur Conan Doyle (1896)

"I should certainly do it," said Sherlock Holmes.

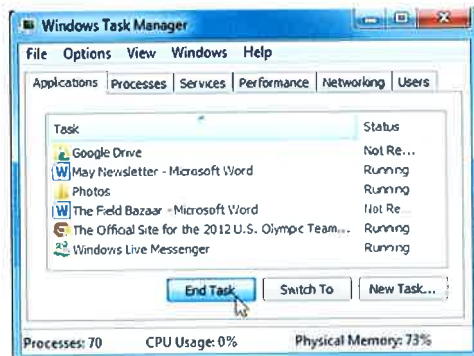
I started at the interruption, for my companion had been eating his breakfast with his attention entirely centered upon the paper which was propped up by the coffee pot. Now I looked across at him to find his eyes fastened upon me with the half-amused, half-questioning expression which he usually assumed when he felt he had made an intellectual point.

- **Ctrl+B**: Bold the selected text.
- **Ctrl+I**: Italicize the selected text.
- **Ctrl+U**: Underline the selected text.

Working with files and applications

You can use keyboard shortcuts to **open**, **close**, and **switch** applications. When working with a file, such as a Microsoft Word document, shortcuts can be used to **create new files**, **find words**, and **print**.

- **Ctrl+Alt+Delete**: Force an unresponsive or frozen program to quit. This keyboard shortcut opens the **Task Manager**. You can then select the unresponsive application and close it.



- **Delete**: Send a selected file or files to the **Recycle Bin**.
- **Enter**: Open a selected application or file.
- **Ctrl+N**: Create a new file.
- **Ctrl+O**: Open an existing file.
- **Ctrl+S**: Save the current file.
- **Ctrl+Z**: Undo the previous action. If you want to redo the action, press **Ctrl+Y**.
- **Windows key**: Open the Start menu (or the Start screen in Windows 8).



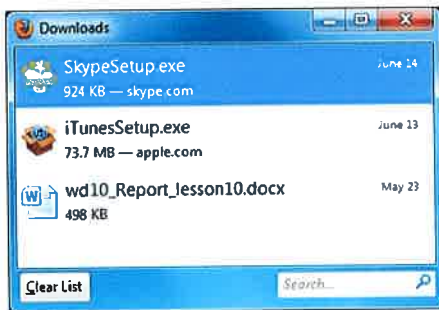
Internet shortcuts

Keyboard shortcuts can also be used to **navigate your web browser**. Many of the **text shortcuts** above are also useful online, such as the shortcuts for **selecting**, **copying**, and **pasting** text into your web browser's address bar. Note that some of these shortcuts may work a bit differently depending on the web browser you're using.

- **Ctrl+N**: Open a new browser window.
- **Ctrl+T**: Open a new browser tab.

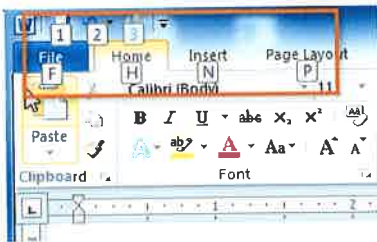


- **Ctrl+D:** Bookmark the current page.
- **Ctrl+B:** View bookmarks.
- **Ctrl+J:** View recently downloaded files.



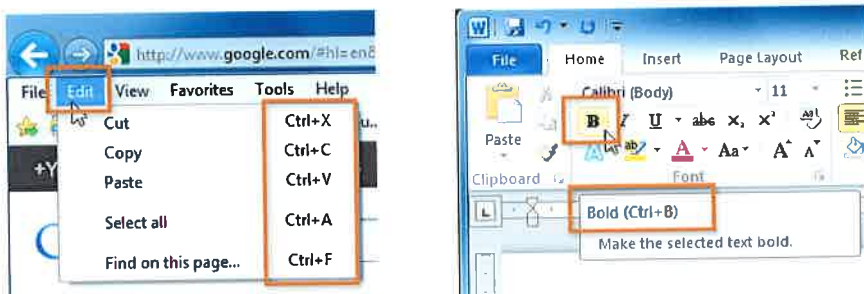
Using the Alt key to navigate menus

When you press the **Alt** key, you will have access to all of the menus in the current application. This means you can perform almost any task with just your keyboard. For example, you can type **Alt+F+X** to quit an application. When performing these shortcuts, you will not need to hold down the Alt key.



How to find more keyboard shortcuts

In many applications, you'll find keyboard shortcuts next to menu items. In some applications, you may need to hover over a button to display its keyboard shortcut.



If you want to learn even more keyboard shortcuts, check out [this lesson](#) from our [Tech Savvy Tips and Tricks](#) tutorial.