

Keyboard Shortcuts

Keyboard shortcuts can help you when working with **text, files, applications,** and the **internet.** In Windows, you'll use the **Ctrl (Control)** or **Alt** key to perform most keyboard shortcuts.

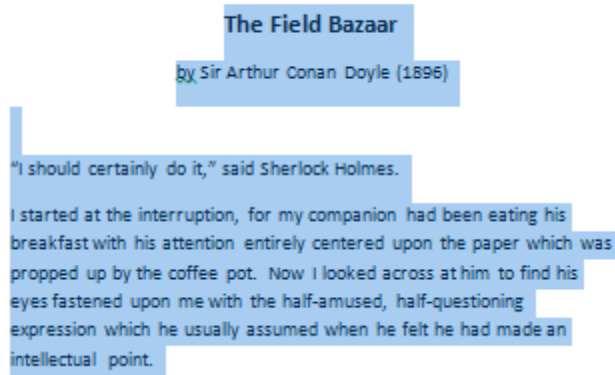


Ctrl and Alt keys on PC keyboard

Working with Text

These keyboard shortcuts are useful when working with text in word processor, email, and social media applications (like Twitter). They can help you perform **commonly repeated tasks** like **copying and pasting** or **bolding** 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.



Selected text

- **Ctrl+B:** Bold the selected text.
- **Ctrl+I:** Italicize the selected text.
- **Ctrl+U:** Underline the selected text.
- **Home:** Skip to the beginning of the current line.
- **End:** Skip to the end of the current line.



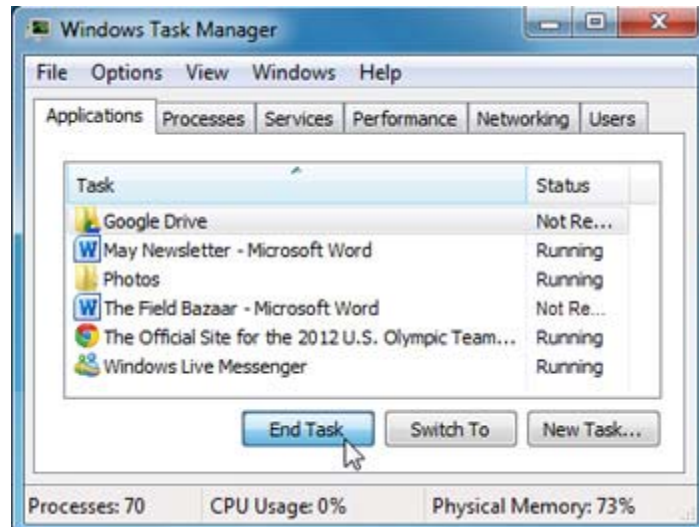
Home and End keys

- **Ctrl+Right Arrow:** Skip to the beginning of the next word. You can press the right arrow multiple times to skip several words.
- **Ctrl+Left Arrow:** Skip to the beginning of the previous word. You can press the left arrow multiple times to skip several words.
- **Ctrl+Shift+Right Arrow:** Select the next word.
- **Ctrl+Shift+Left Arrow:** Select the previous word.

Working with Files and Applications

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

- **Ctrl+Alt+Delete:** Quit a frozen application. This keyboard shortcut opens the **Task Manager**. You can then select the unresponsive application and end it.



Task Manager

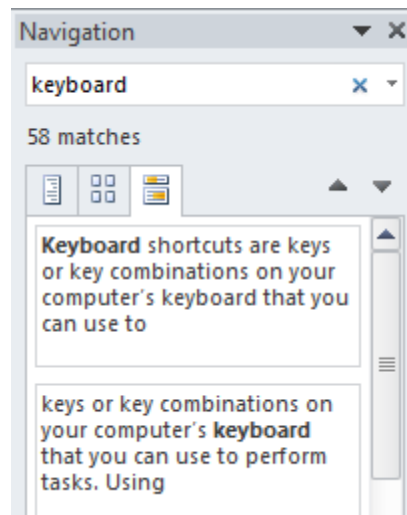
- **Delete:** When working from your computer's desktop, this shortcut will send a selected file to the **Recycle Bin**.



Deleting a file

- **Enter:** Open a selected application or file.
- **Ctrl+N:** Create a new file.
- **Ctrl+O:** Open an existing file.
- **Ctrl+P:** Print an open file.
- **Ctrl+S:** Save the current file.
- **Ctrl+Z:** Undo the previous action. If you'd like to redo the action, press **Ctrl+Y**.

- **Ctrl+F:** Find a word or phrase in the current file. This shortcut will make a search box appear. You can then type the text you wish to find. If the word or phrase appears more than once, **press Enter** to move to the next instance.



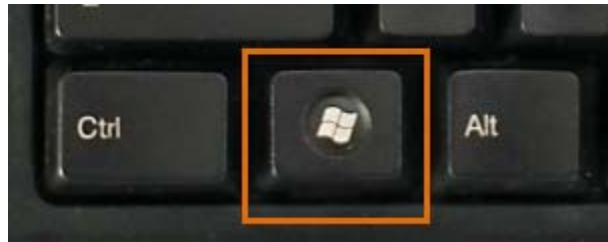
Finding a word in the file

- **Ctrl+- (Ctrl+dash key):** Zoom out. When viewing a photo in an application like Windows Photo Viewer, this shortcut will make the image appear smaller.
- **Ctrl+= (Ctrl+equal key):** Zoom in. When viewing a photo in an application like Windows Photo Viewer, this shortcut will make the image appear larger.



Dash and Equal keys

- **Alt+F4:** Quit the current application.
- **Windows key:** Open the Start menu.



Windows key

- **Alt+Tab:** Switch between open windows. This shortcut opens the **Task Switcher**. While continuing to hold the Alt key, you can then use the left and right arrows (or press Tab) to move between open windows.

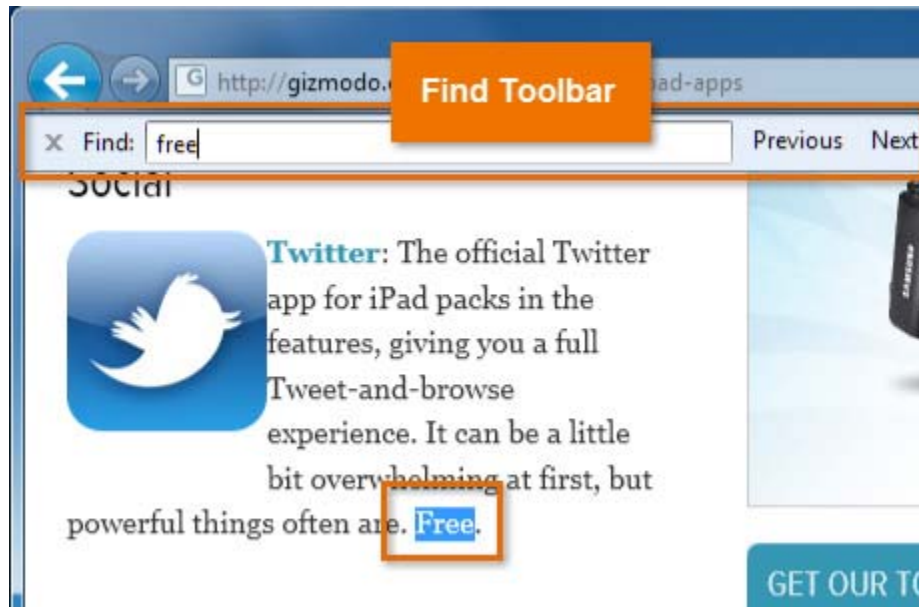


Task Switcher

Internet Shortcuts

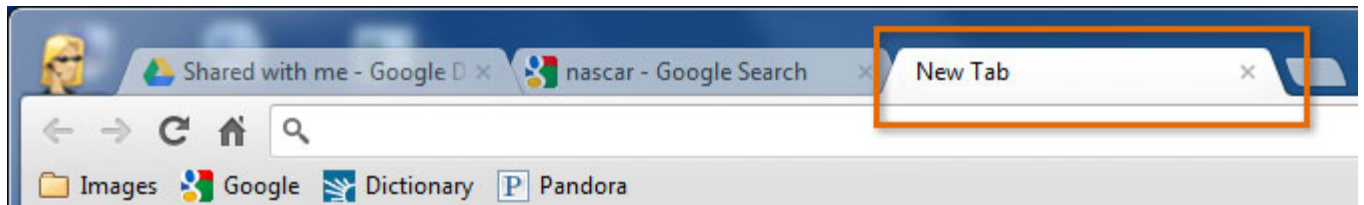
Keyboard shortcuts can also be used to **navigate** your web browser. Many of the **Working with Text** shortcuts are useful online, like the shortcuts for **selecting**, **copying**, and **pasting** text into your web browser's address bar. Because each browser is different, some of these shortcuts may have varying results.

- **Ctrl+F:** Find a word or phrase in the current webpage. This shortcut opens the **Find Toolbar**. You can then type the text you wish to find. If the word or phrase appears more than once, **press Enter** to move to the next instance.



Finding a word

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



New browser tab

- **Ctrl+N:** Open a new browser window.
- **Ctrl+R:** Reload the current browser page.
- **Tab:** Skip to the next field in a web form. For example, when filling in your address on a web form, pressing tab will move the cursor to the next field.

amazon

Shop by Department ▾ Search All ▾ Go

Add an address

Full Name: Elena Casarosa

Address Line1: 5000 Old Shelby Road
Street address, P.O. box, company name, c/o

Address Line2:
Apartment, suite, unit, building, floor, etc.

City: |

State/Province/Region:

ZIP:

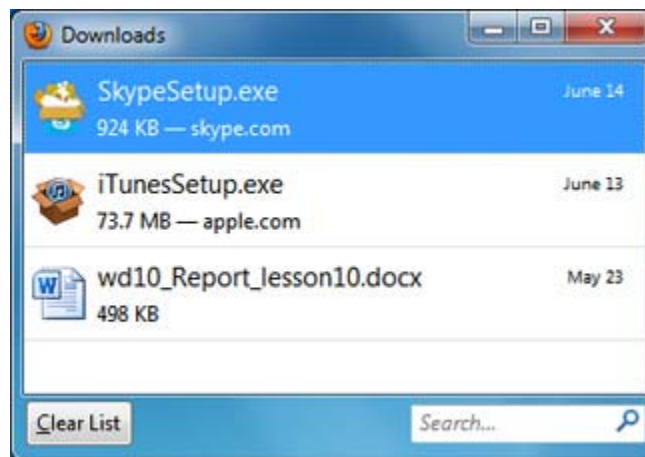
Country: United States

Save & Add Payment Method Save & Continue

The cursor moves to the next field

Skipping to the next field in a web form

- **Ctrl+D:** Bookmark the current page.
- **Ctrl+B:** View bookmarks.
- **Ctrl+H:** View browsing history.
- **Ctrl+J:** View downloads.



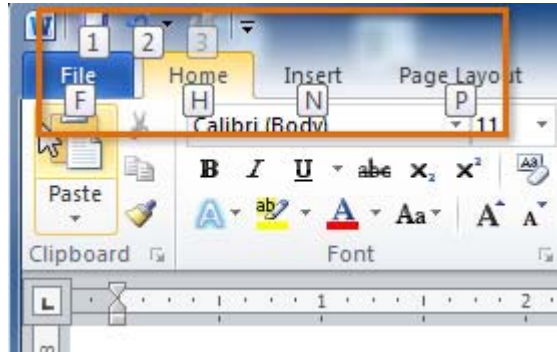
Viewing downloads

- **Home:** Scroll to the top of the webpage.

- **End:** Scroll to the bottom of the webpage.

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 that you can do 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.



Menu selections after pressing Alt

Try using **keyboard shortcuts** to perform the following tasks:

1. Open the **Start Menu**.
2. Navigate to a **word processing application** like Microsoft Word.
3. Open the application and **type a few lines of text**.
4. Select a few of the words. **Bold and italicize** the selected text.
5. Undo the italicized formatting.
6. Find a **word or phrase** in the document.
7. Save the document.
8. Close the application.

Try using **keyboard shortcuts** to perform the following tasks in your **web browser**:

1. Open a new **web browser window**.
2. Move through to the web page to the **address bar**.
3. Type the **address of a web page** of your choice. For example, you can type: **www.weather.com**.
4. Scroll to the bottom of the page and then scroll back to the top of the page.

5. Add the webpage to your **bookmarks**.
6. Copy the **web address**.
7. Open a new **web browser tab** and paste the copied link into the **address bar**.
8. Close the web browser.