

Keyboard shortcuts

Shortcut	Function
Ctrl + X	Cut
Ctrl + C	<u>C</u> opy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select <u>A</u> ll
Ctrl + U	<u>U</u> nderline
Ctrl + I	<u>I</u> talic
Ctrl + B	<u>B</u> old
Ctrl + {	Font size down
Ctrl + }	Font size up
Ctrl + S	<u>S</u> ave
Ctrl + F	<u>F</u> ind
Ctrl + P	<u>P</u> rint
Ctrl + End	Go to the last element
Ctrl + Home	Go to the first element
Win + (←↑→↓)	Control windows
Win + D	Show <u>D</u> esktop
Win + E	Show <u>E</u> xplorer
Win + L	<u>L</u> ock the computer
Win + Shift + Enter	Full screen
Alt + Tab	Toggle apps
Win + Tab	Toggle apps (timeline)
Shift + End	Select all till the end
Shift + Home	Select all till the beginning
Shift + (←↑→↓)	Select by direction
Shift + End + (←↑→↓)	End mode
Alt + F4	Close a program
Alt + Shift	Change writing language
Win + Space	Change writing language
Win + H	Talk instead of typing
Enter	New line, different paragraph
Shift + Enter	New line, same paragraph
Ctrl + Enter	New line, different page
Alt + Enter	New line, inside an Excel cell

Shortcut	Function
Ctrl + Shift + Esc	Task manager
Ctrl + Alt + Delete	Task manager (old)
F2	Rename
Tab	Go to the next column
Shift + Tab	Go to the previous column
Win + A	Action center
Win + B	Task bar
Win + T	Task bar
Win + R	Run
Win + W	Windows Ink Workspace
Win + X	Advanced options
Win + Print Screen	Creates a screenshot photo in the pictures folder

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