

Every day computers are used everywhere such as in government offices, private companies and schools for student learning. A computer is used to type documents, send e-mail, and browse the web. It is also used to handle accounting, management, presentations, etc.

Windows 10 General Shortcut Keys

- **Windows logo key** - Open or close the Start menu.
- **Win key + A** - Open the action centre.
- **Win + B** - Highlight the notification area.
- **Win + R** - Run a command.
- **Win + C** - Open Cortana.
- **Win + E** - Open File-Explore (Quick Action).
- **Win + H** - Open the share charm.
- **Win + I** - Open the setting app.
- **Win + L** - Lock the desktop and go to lock screen.
- **Win + M** - Switch to desktop and minimize all open windows.
- **Win + O** - Lock the orientation.
- **Win + P** - Open the project the pane.
- **Win + T** - Cycle through the apps on the taskbar.
- **Win + U** - Lunch the Ease of Access center.
- **Win + V** - Cycle through notifications.
- **Win + X** - Open the advance menu.
- **Win + Enter** - Open the narrator.
- **Win + Spacebar** - Switch input language and keyboard layout.
- **Win + TAP** - Open the task view.
- **Win + BREAK** - Display the system properties dialog box.
- **Win + D** - Display the desktop.
- **Win + SHIFT + M** - Restore minimized windows to the desktop.
- **CTRL + Win + F** - Search for computer.
- **Win + G** - Cycle through sidebar and gadget.
- **CTRL + C** - Copy the selected item.
- **CTRL + X** - Cut the selected item.
- **CTRL + V** - Paste the selected item.
- **CTRL + X** - Undo an action.
- **DELETE Key** - Delete the selected item and move to the recycle bin
- **SHIFT + DELETE** - Delete the selected item without moving to recycle bin.

- **CTRL + Right Arrow** - Move the cursor to the beginning of the next word.
- **CTRL + Left Arrow** - Move the cursor to the beginning of the Previous word.
- **CTRL + Down Arrow** - Move the cursor to the beginning of the next paragraph.
- **CTRL + Up Arrow** - Move the cursor to the beginning of the previous paragraph.
- **SHIFT + Any Arrow key** - Select more than one item in a window or on the desktop

or select text within a document.

- **CTRL + A** - Select all item in a document or window.
- **F3** - Search for a file or folder.
- **ALT + ENTER** - Display properties for the selected item.
- **ALT + F4** - Close the active item.
- **ALT + SPACEBAR** - Open the shortcut menu for the active window.
- **CTRL + F4** - Close the active document.
- **ALT + TAB** - Switch between open item.
- **CTRL + ALT + TAB** - Use the arrow keys to switch between open item.
- **Win + Plus sign** - Zoom In.
- **Win + Minus sign** - Zoom Out.
- **Win + ESCAPE** - Close Magnifier
- **Win + Left Arrow** - Dock the active window to the left half of the monitor.
- **Win + Right Arrow** - Dock the active window to the right half of the monitor.
- **Win + Up Arrow** - Maximize the active window vertically and horizontally.
- **Win + Down Arrow** - Restore or minimize the active window.
- **Win + SHIFT + Left Arrow** - With multiple monitors, move the active window to the monitor on the left.
- **Win + PRNT SCRN** - Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder.
- **Win + CTRL + LEFT/RIGHT Arrow** - Switch to the next or previous virtual desktop.
- **Win + CTRL + D** - Create a new virtual desktop.
- **Win + CTRL + F4** - Close the current virtual desktop.
- **Win + ?** Launch the Windows Feedback App.
- **Win + SHIFT + RIGHT ARROW** - With multiple monitors, move the active window to the monitor on the right.
- **Win + HOME** - Minimize all nonactive windows; restore on the second keystroke.
- **Win + SHIFT + DOWN ARROW** - Restore or minimize the active window vertically, maintaining the current width.
- **Win + SHIFT + UP ARROW** - Maximize the active window vertically, maintaining the current width.

- **Alt + F4 (Function key F4)** - Shut down or restart Windows.
- **Ctrl + Ins** - Copy selected item.
- **Shift + Del** - Cut selected item.
- **CTRL + ALT + DEL** - Restart the computer.
- **CTRL + ESC** - Display the start menu.
- **F5** - Refresh the active window.
- **F2** - Rename the selected item.

Excel, Word, PowerPoint, and MS-Access shortcut keys

- **MS Excel Shortcut Keys** - [Click Here](#)
- **MS Word Shortcut keys** - [Click Here](#)
- **MS PowerPoint Shortcut keys** - [Click Here](#)

Browser shortcut keys

- **CTRL+T** - New tab
- **CTRL+N** - New window
- **CTRL+SHIFT+N** - New incognito window
- **CTRL+J** - Download menu
- **CTRL+T** - Delete and open history
- **Ctrl+SHIFT+DELETE** - Delete all browser data
- **Ctrl+D** - bookmark page
- **Ctrl+SHIFT+T** - Restore last close tab
- **CTRL+F** - Find

Symbols shortcut keys

- **Alt + 0177** - ± plus or minus sign
- **Alt + 0182** - ¶ paragraph mark
- **Alt + 0190** - ¾ fraction, three fourths
- **Alt + 0215** - × multiplication sign
- **Alt + 01625** - ¢ the cent sign
- **Alt + 0161** - ¡ upside-down exclamation point
- **Alt + 0191** - ¿ upside-down question mark
- **Alt + 1** - ☺ smiley face
- **Alt + 2** - ☹ black smiley face
- **Alt + 0153** - ™ trademark symbol
- **Alt + 0169** - © copyright symbol

- **Alt + 0174** - ® registered symbol
- **Alt + 0176** - ° degree symbol
- **Alt + 15** - ☀ sun
- **Alt + 12** - ♀ female sign
- **Alt + 11** - ♂ male sign
- **Alt + 6** - ♠ spade
- **Alt + 8721** - ∑ N-ary summation (auto sum)
- **Alt + 251** - √ square root checkmark
- **Alt + 24** - ↑ up arrow
- **Alt +25** - ↓ down arrow
- **Alt + 26** - → right arrow
- **Alt +27** - ← left arrow
- **Alt + 18** - ↕ up/down arrow
- **Alt + 29** - ↔ left/right arrow
- **Alt + 5** - ♣ club
- **Alt + 3** - ♥ heart
- **Alt + 4** - ♦ diamond
- **Alt +13** - ♪ eight-note
- **Alt + 14** - ♫ beamed eight-note

Command Prompt keyboard shortcuts

- **Ctrl + C** - Copy the selected text.
- **Ctrl + V** - Paste the selected text.
- **Ctrl + M** - Enter Mark mode.
- **Ctrl + Home (Mark mode)** - Move the cursor to the beginning of the buffer.
- **Ctrl + End (Mark mode)** - Move the cursor to the end of the buffer.
- **Ctrl + Up arrow** - Move up one line in the output history.
- **Ctrl + Down arrow** - Move down one line in the output history.
- **Ctrl + End** - If the command line is empty, move the viewport to the command line.

Otherwise, delete all the characters to the right of the cursor in the command line.

- **Alt + selection key** - Begin selection in block mode.
- **Arrow keys** - Move the cursor in the direction specified.
- **Page up** - Move the cursor by one page up.
- **Page down** - Move the cursor by one page down.

Virtual Desktop keyboard shortcuts

- **Win + Tab** - Open Task view.
- **Win + Ctrl + D** - Add a virtual desktop.
- **Win + Ctrl + Right arrow** - Switch between virtual desktops you've created on the right.
- **Win + Ctrl + Left arrow** - Switch between virtual desktops you've created on the left.
- **Win + Ctrl + F4** - Close the virtual desktop you're using.

Windows Explorer Shortcuts keys

- **Alt + D** - Select the address bar.
- **Ctrl + E** - Select the search box.
- **Left arrow** - Collapse the current selection (if it's expanded), or select the folder that the folder was in.
- **End** - Display the bottom of the active window.
- **Home** - Display the top of the active window.
- **F11** - Maximize or minimize the active window.
- **Num Lock + Asterisk (*)** - Display all subfolders under the selected folder.
- **Num Lock + plus (+)** - Display the contents of the selected folder.
- **Num Lock + minus (-)** - Collapse the selected folder.
- **Alt + P** - Display the preview panel.
- **Alt + Enter** - Open the Properties dialog box for the selected item.
- **Ctrl + F** - Select the search box.
- **Ctrl + N** - Open a new window.
- **Ctrl + W** - Close the active window.
- **Ctrl + mouse scroll wheel** - Change the size and appearance of file and folder icons.
- **Ctrl + Shift + E** - Display all folders above the selected folder.
- **Ctrl + Shift + N** - Create a new folder.
- **Right arrow** - Display the current selection (if it's collapsed), or select the first subfolder.
- **Alt + Right arrow** - View the next folder.
- **Alt + Up arrow** - View the folder that the folder was in.
- **Alt + Left arrow** - View the previous folder.
- **Backspace** - View the previous folder.