



Windows Shortcuts

Ctrl + C: Copy

Ctrl + X: Cut

Ctrl + V: Paste

Ctrl + Z: Undo

Ctrl + Y: Redo

Ctrl + A: Select All

Ctrl + F: Find

Ctrl + P: Print

Ctrl + S: Save

Ctrl + N: New Document/Window

Ctrl + O: Open File

Ctrl + W: Close Current Window/Tab

Ctrl + Tab: Switch Between Open
Tabs/Documents

Alt + Tab: Switch Between Open
Applications/Windows

Ctrl + Shift + Esc: Open Task Manager

Ctrl + Alt + Del: Open Task Manager
or Log Out of Computer

Win + E: Open File Explorer

Win + R: Open the Run Dialogue Box

Win + D: Show or Hide the Desktop

Win + L: Lock Your Computer

Win + Tab: Switch Between Open
Windows

Win + Shift + S: Take Screenshot