

# Common Keyboard Shortcuts

- Ctrl + C - Copy
- Ctrl + X - Cut
- Ctrl + V - Paste
- Ctrl + A - Select All – Works with both files and text
- Ctrl + P - Print document/page
- Ctrl + Z - Undo last action (Also works in most programs)
- Tab - Moves the cursor one block of text to the right, or in a web page, moves the cursor to the next text field (Such as moving the cursor from the Username to Password “box” without using the mouse, try it!)
- Windows key - Brings up Start menu
- Windows key + E - Opens “My Computer” in Windows Explorer
- Windows key + F - Opens the Search tool
- Windows key + D - Minimize all windows, see below
- Windows key + R - Brings up Run box – from here you can run almost any program by it’s file name, such as:
  - Notepad – “notepad”
  - Word – “winword”
  - Firefox – “firefox”
  - Internet Explorer – “iexplore”
  - Calculator – “calc”
  - Outlook – “outlook”
  - Etc... Check out this list for more: <http://www.fixmyxp.com/content/view/20/42/>

## Working with Multiple Windows:

- Alt + F4 - Closes current window (Program will ask if you want to save document or not)
- Alt + Tab - Switch between open windows (Hold Alt, tap Tab to select the window you want to switch to, release Alt to complete)
- Windows key + D - Minimize all windows and return to desktop (Repeat to un-minimize all windows)
- Ctrl + Alt + Delete - Opens the Task Manager.

## Working with Text:

- The Select All, Copy, Cut, and Paste shortcuts listed above work with text in all programs.
- Home – Returns cursor to the start of the current line
- End – Returns cursor to the end of the current line
- Delete – Deletes characters to the right of cursor (Backspace deletes left)
- Left arrow, right arrow, up arrow, and down arrow move the cursor around in the current block of text or document.
- Holding Shift while using the arrow keys selects text. Often it is easier to select text this way than to select with the mouse. Try it and you’ll see how it works.
- Ctrl + B – Bold text selected text
- Ctrl + I – Italicize selected text
- Ctrl + U – Underline selected text