We Make IT Work

WINDOWS SHORTCUTS

COMMONLY REPEATED TASKS
(And Some other cool shortcuts)

•**Ctrl + .** (Ctrl+period key): Open the Emoji window.
•**Ctrl + A**: Select all text on the page.
•**Ctrl + B**: Bold the selected text.
•**Ctrl + C**: Copy the selected text.
•**Ctrl + I**: Italicize the selected text.
•**Ctrl + S**: Saves your document.
•**Ctrl + U**: Underline the selected text.
•**Ctrl + V**: Paste the copied or cut text.
•**Ctrl + X**: Cut the selected text.
•**Ctrl + Z**: Roll back your last action.
•**Ctrl + Y**: Re-do the action you rolled back.

•**Win + D**: Show or hide your desktop.
•**Win + E**: Open Windows Explorer.
•**Win + P**: Show presentation screen window.
•**Win + V**: Show clipboard history.

WORKING WITH FILES AND APPLICATIONS

•**Ctrl + F:** Opens a search bar to find any word or phrase on a page you have opened in your browser window. (*Use Ctrl + G to scroll through the results)
•**Ctrl + T:** Opens a new tab in your browser.
•**Ctrl + Shift + T**: Ifyou accidentally close a tab and want to bring it back.
•**Ctrl + Shift + V:** When copying text from a website, paste a block of text without links and other added baggage.

WORKING WITH FILES AND APPLICATIONS

•**The Windows key**: Press the Windows key and start typing the name of the app you want to launch. When its icon appears, press Enter to launch.
•**Win + L**: Locks the machine and returns you to the login screen.
•**Win + PrtScn**: Saves whole screen as a PNG file.

•**Alt + PrtScn:** Screenshot of just the active window.
•**Alt + F4:** Quit the current application.
•**Alt + Tab:** Switch between open windows.
•**Ctrl + Alt + Delete:** Quit a frozen application.

•**Ctrl + -** (Ctrl+dash key): Zoom out.
•**Ctrl + =** (Ctrl+equal key): Zoom in.
•**Ctrl + Arrow Keys**: Allows you to move around a document with nothing but the keyboard.
•**Ctrl + W:** Will close whatever you are viewing.

•**F5**: This key will refresh a page.

•**Ctrl + L:** Your cursor will automatically move into the address bar.
•**Ctrl + N:** Open a new browser window.
•**Ctrl + R:** Reload the current browser page.
•**Ctrl + D:** Bookmark the current page.
•**Ctrl + B:** View bookmarks.
•**Ctrl + H:** View browsing history.
•**Ctrl + J:** View downloads.

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