

Must Have Keyboard Shortcuts

WINDOWS

Access Help	F1
Rename a file or spreadsheet cell	F2
Toggle between open applications	Alt + Tab (Add the Shift key to the above to toggle backwards.)
Toggle through Taskbar buttons	Windows Key + Tab (Add the Shift key to the above to toggle backwards.)
Go to the desktop	Windows Key + D
Open File Explorer	Windows Key + E
Open the application pop-up menu.	Shift+F10 or Applications pop-up menu key (immediately to the left of the right-hand one of the two Ctrl keys).
Close Windows	Tap the Windows Key and press U to shut down, R to restart, and S for standby mode.

APPLICATIONS

Open a document within an application	Ctrl + O
Open a new document	Ctrl + N
Save your work in a document	Ctrl + S
Close an open document	Ctrl+F4
Close the application you're in	Alt + F4
Go to the beginning of a document	Ctrl + Home
Go to the end of a document	Ctrl + End
Quickly move around a document or spreadsheet	Ctrl + either the up, down, left or right arrow.
Cut a block of text	Ctrl + X
Copy a block of text	Ctrl + C
Paste a block of text	Ctrl + V
Highlight multiple items	Hold the Ctrl or Shift key while pressing the appropriate arrow key
To view the clipboard's contents	press Ctrl + C twice
Access menu	press Alt then use the appropriate arrows to navigate the menu
Access the menu even faster	press Alt then the underlined letter of the menu word (Alt + H open the help menu)

Must Have Keyboard Shortcuts

INTERNET

Add page to your Favorites	Ctrl + D
Open Organize Favorites dialog box	Ctrl + B
View a previous web page	Alt + Left Arrow
Move forward	Alt + Right Arrow
Open a new session	Ctrl + N
Go to home page	Alt + Home
Refresh the displayed web page	Ctrl + F5
Go to a .com site without type www or .com	Enter the domain name and press Ctrl + Enter (Example: to go to www.wisnetworksolutions.com type wisnetworksolutions and press Ctrl + Enter)