Keyboard Shortcuts

General

Shortcut	Function
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Select All	Ctrl + A
Undo	Ctrl + Z
Redo	Ctrl + Y
Partial Screenshot	Alt + Print Screen
Change Language	Alt + Shift
Close an App	Alt + F4
Rename	F2
Select to End	Shift + End
Select to Start	Shift + Home

Windows

Shortcut	Function
Lock	Win + L
Open Explorer	Win + E
Show Desktop	Win + D
Move a Window	Win + (→ ←)
Full Screen	Win + Shift + Enter
Toggle Apps	Alt + Tab
Toggle Desktops	Win + Tab
Full Screenshot	Win + Print Screen
Change Language	Win + Space
Notifications	Win + A
Run	Win + R
Advanced Options	Win + X
Security Panel	Ctrl + Alt + Del

Apps

Shortcut	Function
Bold Text	Ctrl + B
Italic Text	Ctrl + I
Underlined Text	Ctrl + U
Increase Font Size	Ctrl + {
Decrease Font Size	Ctrl + }
Save	Ctrl + S
Print	Ctrl + P
New Paragraph	Enter
Same Paragraph	Shift + Enter
New Page	Ctrl + Enter
New Line in Excel	Alt + Enter
Next Column	Tab
Previous Column	Shift + Tab