

Microsoft Windows – Keyboard Shortcuts

The following document aims to show most useful keyboard shortcuts for navigating Windows Operation system.

Basics

Ctrl + A	Select all items in a window.
Ctrl + C or Ctrl + Insert	Copy selected or highlighted item (e.g., text, images and so on).
Ctrl + V or Shift + Insert	Paste selected or highlighted item.
Ctrl + X	Cut selected or highlighted item
Ctrl + Z	Undo previous action
Ctrl + Y	Redo action
Ctrl + N	When File Explorer is your current window, open a new File Explorer window with the same folder path as the current window.
Windows key + F1	Open "how to get help in Windows 10" Bing search in default browser.
Alt + F4	Close the current app or window.
Alt + Tab	Switch between open apps or windows
Shift + Delete	Delete selected item permanently (skip the Recycle Bin)
Ctrl + F	Search Box (can be used in all office applications, internet explorer)



MICROSOFT EXCEL

CTRL + C	Copy
SHIFT + SPACE	Select Entire Row
SHIFT + F11	Insert New Worksheet
CTRL + SPACE	Select Entire Column
CTRL + O	Open
CTRL + V	Paste
CTRL + 1	Format
CTRL + N	Create new workbook
CTRL + S	Save



MICROSOFT WORD

CTRL + C	Copy
F7	Spellcheck
CTRL + SHIFT + N	Apply normal paragraph style
CTRL + BACKSPACE	Delete Previous Word
CTRL + O	Open
CTRL + V	Paste
SHIFT + F3	Capitalization
F4	Repeat most recent action
CTRL + S	Save