

# Most used keyboard shortcuts

## Function Keys

- F1: Help
- F3: Find all files
- F4: Selects the *Go To A Different Folder* box and moves down the entries in the box (if the toolbar is active in Windows Explorer)
- F5: Refreshes the current window
- F7: Opens the spell checker for the highlighted word
- F11: Opens and closes full screen mode when in a browser window
- F12: Opens Save As window

## Ctrl Key Combinations

- CTRL+ESC: Open *Start* menu
- CTRL+A: Select all the items in the current window
- CTRL+G: Opens the Go To Folder tool
- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic
- CTRL +P: Opens the *print* box
- CTRL +S: Saves the current document

## Other Key Combinations

- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object)
- CTRL+ESC: Opens the *Start* menu (use the ARROW keys to select an item)
- Windows Logo: Opens *Start* menu