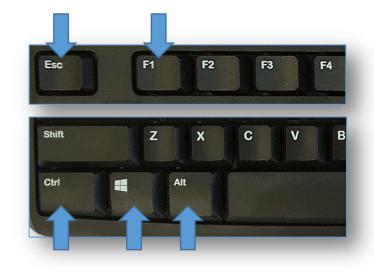# Windows Keyboard Shortcuts

The CTRL and ALT Keys
Since the beginning of computer-time, keyboards have had two keys on either side of the SPACEBAR that when pressed by themselves, don't do a darn thing! I'm referring to the **CTRL** and **ALT** keys. Instead of working by themselves, they are **used in combination with other keys** to quickly do certain tasks (shortcuts).

The WIN key
This key was added to keyboards in the 1990's as another key that Windows users could use in combination with other keys to do tasks.

ESC and "F" Keys
These keys are at the top of the keyboard, and work in various ways depending upon the program you are using.

How to "do" the shortcuts
Doing a keyboard shortcut is NOT the processing of trying to press both keys at exactly the same time! Instead do this…

(1) Hold down the first key (such as **CTRL**)
(2) Press and release the 2nd key (such as **C**)(do NOT hold it down, just press and let go)
(3) Let go of the first key

General Windows Shortcuts (Vista, 7, 8, 10)

CTRL + Z	Undo
CTRL+ P	Print
CTRL + S	Save
ALT + TAB	Switch between open windows
WIN + M	Minimize all open windows
WIN + up arrow	Maximize a window
WIN + down arrow	Minimize a window
WIN	Display the Start Menu or Screen
WIN + D	Display the Desktop
WIN + E	Open My Computer
CTRL + F4	Close a file
ALT + F4	Close the entire program
CTRL + (+) OR (-)	Zoom in and out of display
CTRL + mouse wheel	Zoom in and out of display
WIN + F	Open the "Find" window
CTRL + ALT + DEL	Display the Task Manager menu
F1	Display help
Esc	Cancel and operation

Windows 8 and 10 Shortcuts

WIN key alone	Display the Start Menu
WIN + C	Talk to Cortana (Win 8 = Charms)
WIN + Q	App Search
WIN + F	File Search
WIN + I	Open Settings
WIN + E	File Explorer
WIN + L	Logout to the Lock Screen
WIN + P	Control a 2nd Monitor
WIN + TAB	Cycle Through Open Apps
WIN + TAB	Task View (Win 10 only)
WIN + (plus key)	Turn on Magnifier
WIN + left/right arrow key	Snap window left or right
WIN + up/down arrow key	Maximize or Restore window
WIN + comma	Peek at the Desktop
WIN + PRN SCRN	Save a Screen Shot to My Pictures
ALT + F4	Close Current App

Cut, Copy & Paste Shortcuts

CTRL + A	Select All
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
PRN SCN (or Print Screen)	Capture the screen to the clipboard

Formatting Shortcuts

CTRL + B	bold text
CTRL + I	italicize text
CTRL + U	underline text