

Computer Keyboard Shortcut Keys PDF Download

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computer keyboard shortcut keys

Key	Function (Operation)
Windows logo key	Open or close the Start menu.
Win key + A	Open the action center.
Win + R	Run a command.
Win + C	Open Cortana.
Win + E	Open File Explorer
Win + B	Highlight the notification area.
Win + H	Open the share charm.
Win + I	Open the setting app.
Win + L	Lock the desktop and go to the lock screen.

Key	Function (Operation)
Win + M	Switch to desktop and minimize all open windows.
Win + O	Lock the orientation.
Win + P	Open the project pane.
in + T	Cycle through the apps on the taskbar.
Win + U	Lunch the Ease of Access center.
Win + V	Cycle through notifications.
Win + X	Open the advance menu.
Win + G	Cycle through sidebar and gadget.
CTRL + C	Copy the selected item.
CTRL + X	Cut the selected item.
CTRL + V	Paste the selected item.
CTRL + X	Undo an action.
Win + TAP	Open the task view.
Win + Enter	Open the narrator.
F5	Refresh the active window.

Key	Function (Operation)
F2	Rename the selected item.
F3	Search for a file or folder.
Win + Plus sign	Zoom In.
Win + Minus sign	Zoom Out.
DELETE Key	Delete the selected item and move it to the recycle bin.
SHIFT + DELETE	Delete the selected item without moving it to the recycle bin.
CTRL + Right Arrow	Move the cursor to the beginning of the next word.
CTRL + Left Arrow	Move the cursor to the beginning of the Previous word.
CTRL + Down Arrow	Move the cursor to the beginning of the next paragraph.

Key	Function (Operation)
CTRL + Up Arrow	Move the cursor to the beginning of the previous paragraph.
SHIFT + Any Arrow key	Select more than one item in a window or on the desktop, or select text within a document.
CTRL + A	Select all items in a document or window.

Computer Shortcut Keys List

Shortcut Key	Functions (Operation)
Win + Spacebar	Switch input language and keyboard layout.
Win + BREAK	Display the system properties dialog box.
Win + D	Display the desktop.
Win + SHIFT + M	Restore minimized windows to the desktop.

Shortcut Key	Functions (Operation)
CTRL + Win + F	Search for computer.
ALT + ENTER	Display properties for the selected item.
ALT + F4	Close the active item.
ALT + SPACEBAR	Open the shortcut menu for the active window.
CTRL + F4	Close the active document.
ALT + TAB	Switch between open items.
CTRL + ALT + TAB	Use the arrow keys to switch between open items.
Win + ESCAPE	Close Magnifier.
Win + Left Arrow	Dock the active window to the left half of the monitor.
Win + Right Arrow	Dock the active window to the right half of the monitor.

Shortcut Key	Functions (Operation)
Win + Up Arrow	Maximize the active window vertically and horizontally.
Win + Down Arrow	Restore or minimize the active window.
Win + SHIFT + Left Arrow	With multiple monitors, move the active window to the monitor on the left.
Win + PRNT SCRN	Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder.
Win + CTRL + LEFT/RIGHT Arrow	Switch to the next or previous virtual desktop.
Win + CTRL + D	Create a new virtual desktop.

Shortcut Key	Functions (Operation)
Win + CTRL + F4	Close the current virtual desktop.
Win + ?	Launch the Windows Feedback App.
Win + SHIFT + RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
Win + HOME	Minimize all nonactive windows; restore on the second keystroke.
Win + SHIFT + DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
Win + SHIFT + UP ARROW	Maximize the active window vertically, maintaining the current width.

Shortcut Key	Functions (Operation)
Alt + F4 (Function key F4)	Shut down or restart Windows.
Ctrl + Ins	Copy selected item.
Shift + Del	Cut selected item.
CTRL + ALT + DEL	Restart the computer.
CTRL + ESC	Display the start menu.

Excel Shortcut Keys List

Windows Shortcut Keys	Mac Shortcut Keys	Function (Or Operation)
Ctrl+A	⌘ + A	Select all contents of a worksheet.
Ctrl+B	⌘ + B	Bold all cells in the highlighted section.

Windows Shortcut Keys	Mac Shortcut Keys	Function (Or Operation)
Ctrl+D	⌘ + D	Fill the Content of the selected cell on top to bottom. CTRL + D (i.e. Ctrl+ Down)
Ctrl+F	⌘ + F	"Search the current sheet.
Ctrl+G	⌘ + G	Go to a certain area.
Ctrl+H	⌘ + H	Find and replace.
Ctrl+I	⌘ + I	Puts italics on all cells in the highlighted section.
Ctrl+K	⌘ + K	Inserts a hyperlink.
Ctrl+P	⌘ + P	Print the current sheet.
Ctrl+R	⌘ + R	Fill Right.
Ctrl+S	⌘ + S	Saves the open worksheet.

Windows Shortcut Keys	Mac Shortcut Keys	Function (Or Operation)
Ctrl+U	⌘+U	Underlines all cells in the highlighted section.
Ctrl+V	⌘+V	Pastes everything copied onto the clipboard.
Ctrl+W	⌘+W	Closes the current workbook.
Ctrl+X	⌘+X	Cuts all cells within the highlighted section.
Ctrl+Y	⌘+Y	Repeats the last entry.
Ctrl+Z	⌘+Z	Undo the last action.
Window Key	Mac Key	Function (Operation)
Ctrl+1	⌘+1	Changes the format of the selected cells.

Window Key	Mac Key	Function (Operation)
Ctrl+2	⌘+2	Bolds all cells in the highlighted section.
Ctrl+3	⌘+3	Puts italics all cells in the highlighted section.
Ctrl+4	⌘+4	Underlines all cells in the highlighted section.
Ctrl+5	⌘+5	Puts a strikethrough all cells in the highlighted section.
Ctrl+6	⌘+6	Shows or hides objects.
Ctrl+7	⌘+7	Shows or hides the toolbar.
Ctrl+8	⌘+8	Toggles the outline symbols.
Ctrl+9	⌘+9	Hides rows.
Ctrl+0	⌘+0	Hides columns.
Ctrl+Shift+:	⌘+↑+:	Enters the current time.
Ctrl+;	⌘+;	Enters the current date.

Window Key	Mac Key	Function (Operation)
Ctrl+`	⌘+`	Changes between displaying cell values or formulas in the worksheet.
Ctrl+'	⌘+'	Copies a formula from the cell above.
Ctrl+Shift+''	⌘+↑+''	Copies value from the cell above.
Ctrl+-	⌘+-	Deletes the selected column or row.
Ctrl+Shift+=	⌘+↑+=	Inserts a new column or row.
Ctrl+Shift+~	⌘+↑+~	Switches between showing Excel formulas or their values in cells.
Ctrl+Shift+@	⌘+↑+@	Applies time formatting.

Window Key	Mac Key	Function (Operation)
Ctrl+Shift+!	⌘+⇧+!	Applies comma formatting.
Ctrl+Shift+\$	⌘+⇧+\$	Applies currency formatting.
Ctrl+Shift+#	⌘+⇧+#	Applies date formatting.
Ctrl+Shift+%	⌘+⇧+%	Applies percentage formatting.
Ctrl+Shift+^	⌘+⇧+^	Applies exponential formatting.
Ctrl+Shift+*	⌘+⇧+*	Selects the current region around the active cell.
Ctrl+Shift+&	⌘+⇧+&	Places border around selected cells.
Ctrl+Shift+_	⌘+⇧+_	Removes a border.

MS Excel Shortcuts Keys For Windows & Mac

Window	Mac	Function
Ctrl++	⌘++	Insert.
Ctrl+-	⌘+-	Delete.
Ctrl+Shift+(⌘+↑+(Unhide rows.
Ctrl+Shift+)	⌘+↑+)	Unhide columns.
Ctrl+/ Ctrl+\	⌘+↑+)	Selects the array containing the active cell.
Ctrl+\	⌘+\	Selects the cells that have a static value or don't

Window	Mac	Function
Ctrl+[⌘+\	match the formula in the active cell.
Ctrl+]	⌘+]	Selects all cells referenced by formulas in the highlighted section. Selects cells that contain formulas that reference

Window	Mac	Function
Ctrl+Shift+{	⌘+⇧+{	the active cell. Selects all cells directly or indirectly referenced by formulas in the highlighted section.
Ctrl+Shift+}	⌘+⇧+}	Selects cells that contain formulas that directly or indirectly

Window	Mac	Function
		reference the active cell.
		Selects the cells within a column that don't match the formula or static value in the active cell.
Ctrl+Shift+	⌘+↑+	
		Fills the selected cells with the current entry.
Ctrl+Enter	⌘+Return	

Window	Mac	Function
Ctrl+Spacebar	⌘+Spacebar	Selects the entire column.
Ctrl+Shift+Spacebar	⌘+⇧+Spacebar	Selects the entire worksheet.
Ctrl+Home	Fn+^+←	Move to cell A1.
Ctrl+End	Fn+^+→	Move to the last cell on a worksheet.
Ctrl+Tab	⌘+Tab	Move between two or more open Excel files.
Ctrl+Shift+Tab	⌘+⇧+Tab	Activates the

Window	Mac	Function
		previous workbook.
		Inserts argument names into a formula.
Ctrl+Shift+A	⌘+⇧+A	
		Opens the drop-down menu for fonts.
Ctrl+Shift+F	⌘+⇧+F	
		Selects all of the cells that contain comments.
Ctrl+Shift+F	⌘+⇧+F	
		Opens the drop-
Ctrl+Shift+P	⌘+⇧+P	

Window	Mac	Function
Shift+Insert	⌘+Insert	<p>down menu for the point size.</p> <p>Pastes what is stored on the clipboard.</p>
Shift+pg up	Fn+⌘+↑	<p>In a single column, highlights all cells above that which are selected.</p>
Shift+pg dn	Fn+⌘+↓	<p>In a single column, highlights</p>

Window	Mac	Function
		all cells above that which are selected.
Shift+Home	Fn+⬆+←	Highlights all text to the left of the cursor.
Shift+End	Fn+⬆+→	Highlights all text to the right of the cursor.

Window Key	Mac Key	Function (Operation)
Shift+⬆	⬆+⬆	Extends the highlighted area up to one cell.

Window Key	Mac Key	Function (Operation)
Shift+↓	⇧+↓	Extends the highlighted area down one cell.
Shift+←	⇧+←	Extends the highlighted area left one character.
Shift+→	⇧+→	Extends the highlighted area right one character.
Alt+Tab	⌘+Tab	Cycles through applications.
Alt+Spacebar	⌘+Spacebar	Opens the system menu.
Alt+Backspace	⌘+Backspace	Undo.

Window Key	Mac Key	Function (Operation)
Alt+Enter	⌘+Return	While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell.
Alt+=	⌘+=	It creates a formula to sum all of the above cells.
Alt+'	⌘+'	Allows formatting on a dialog box.
F1	Fn+F1	Opens the Help menu.

Window Key	Mac Key	Function (Operation)
F2	Fn+F2	Edits the selected cell. After a name has been created, F3 will paste names.
F3	Fn+F3	Repeats the last action. For example, if you changed the color of the text in another cell, pressing F4 will change the text in a cell to the same color.
F4	Fn+F4	

Window Key	Mac Key	Function (Operation)
F5	Fn+F5	Goes to a specific cell. For example, C6.
F6	Fn+F6	Move to the next pane.
F7	Fn+F7	Spell check selected text or document.
F8	Fn+F8	Enters Extend Mode.
F9	Fn+F9	Recalculates every workbook.
F10	Fn+F10	Activates the menu bar.
F11	Fn+F11	Creates a chart from selected data.

Window Key	Mac Key	Function (Operation)
F12	Fn+F12	Save as.
Window Key	MAC Key	Function (Operation)
Shift+F1	Fn+⇧+F1	Opens the "What's This?" window. It allows the user to
Shift+F2	Fn+⇧+F2	edit a cell comment.
Shift+F3	Fn+⇧+F3	Opens the Excel formula window.
Shift+F5	Fn+⇧+F5	Brings up a search box.
Shift+F6	Fn+⇧+F6	Move to the previous page.
Shift+F8	Fn+⇧+F8	Add to selection.

Window Key	MAC Key	Function (Operation)
Shift+F9	Fn+⇧+F9	Performs calculate function on the active sheet.
Ctrl+F3	Fn+^+F3	Open Excel Name Manager.
Ctrl+F4	Fn+^+F4	Closes current Window.
Ctrl+F5	Fn+^+F5	Restores window size.
Ctrl+F6	Fn+^+F6	Next workbook.
Ctrl+Shift+F6	⌘+⇧+Fn+F6	Previous workbook.
Ctrl+F7	⌘+Fn+F7	Moves the window.
Ctrl+F8	⌘+Fn+F8	Resizes the window.
Ctrl+F9	⌘+Fn+F9	Minimize the current window.

Window Key	MAC Key	Function (Operation)
Ctrl+F10	⌘+Fn+F10	Maximize the currently selected window.
Ctrl+F11	⌘+Fn+F11	Inserts a macro sheet.
Ctrl+F12	⌘+Fn+F12	Opens a file.
Ctrl+Shift+F 3	⌘+⇧+Fn+F 3	Creates names by using those of either row or column labels.
Ctrl+Shift+F 6	⌘+⇧+Fn+F 6	Moves to the previous worksheet window.
Ctrl+Shift+F 12	⌘+⇧+Fn+F 12	Prints the current worksheet.
Alt+F1	Fn+⌘+F1	Inserts a chart.
Alt+F2	Fn+⌘+F2	Save as.
Alt+F4	Fn+⌘+F4	Exits Excel.

Window Key	MAC Key	Function (Operation)
Alt+F8	Fn+⌘+F8	Opens the macro dialog box.
Alt+F11	Fn+⌘+F11	Opens the Visual Basic editor.
Alt+Shift+F1	Fn+⌘+⇧+F1	Creates a new worksheet.
Alt+Shift+F2	Fn+⌘+⇧+F2	Saves the current worksheet.

Browser Shortcut Keys List (Chrome & Mozilla Firefox)

Shortcut Keys	Functions
CTRL+T	New tab
CTRL+N	New window
CTRL+SHIFT+N	New incognito window
CTRL+J	Download menu
CTRL+T	Delete and open history
Ctrl+SHIFT+DELETE	Delete all browser data

Shortcut Keys	Functions
Ctrl+D	bookmark page
Ctrl+SHIFT+T	Restore last close tab
CTRL+F	Find

CMD Shortcut Keys List

Key	Function
Ctrl + C	Copy the selected text.
Ctrl + V	Paste the selected text.
Ctrl + M	Enter Mark mode.
Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer.
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer.
Ctrl + Up arrow	Move up one line in the output history.

Key	Function
Ctrl + Down arrow	Move down one line in the output history.
Ctrl + End	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.
Alt + selection key	Begin selection in block mode.
Arrow keys	Move the cursor in the direction specified.
Page up	Move the cursor by one page up.
Page down	Move the cursor by one page down

MS Word Shortcut Keys List

Function	Shortcut Key
Create a new document	Ctrl + N
Open document	Ctrl + O
Close document	Ctrl + W
Save document	Ctrl + S
Save document as	F12
Print document	Ctrl + P
Open recent file	Alt then F, R
Undo the last action	Ctrl + Z
Redo the last action	Ctrl + Y
Cut text or object	Ctrl + X
Copy text or object	Ctrl + C
Paste selected text or object	Ctrl + V
Copy text format	Ctrl + Shift + C
Paste text format	Ctrl + Shift + V
Paste and keep source formatting	Ctrl + V, then Ctrl, then K

Function	Shortcut Key
Paste and keep text only	Ctrl + V, then Ctrl, then T
Show or Hide the Ribbon	Ctrl + F1

Function	Key
Insert Copyright symbol	Alt + Ctrl + C
Insert Trademark symbol	Alt + Ctrl + T
Insert Registered Trademark symbol	Alt + Ctrl + R
Insert Euro currency symbol	Alt + Ctrl + E
Insert horizontal ellipsis(...)	Alt + Ctrl + .
Insert Em dash	Alt + Ctrl + -
Insert Symbol	Alt then N then U
Insert Footnote	Alt + Ctrl + F
Insert an Endnote	Alt + Ctrl + D

Function	Key
Insert a Hyperlink	Ctrl + K
Insert Citation Mark	Alt + Shift + I
Insert Index Mark	Alt + Shift + X
Insert Paragraph Break	Enter
Insert line break without breaking the paragraph	Shift + Enter
Insert Page Break	Ctrl + Enter
Insert column break	Ctrl + Shift + Enter
Insert Non-breaking space	Ctrl + Shift + Space
Insert Non-Breaking Hyphen	Ctrl + Shift