

KEYBOARD TRICKS FOR WINDOWS

Be a Windows Virtuoso...with these essential navigational keyboard commands!

ALT TAB - Opens Task Switcher, select open programs (Hold ALT Down, tap Tab) ●	ALT F4 - Closes the Highlighted Apps Can open System Restart Menu ●
ALT Left Arrow – Jump to Previous WEB Page on your web browser (Go Back) ●	ALT Right Arrow - NEXT WEB Page ie.. Forward on your web browser ●
Control Esc - Activate Start Bar to Access Programs or Shut down. Similar to the Win Key. ●	ALT Space M Arrow Key - Activates Move current Window by Arrow Key command ●
Control C - Copy Highlighted Text to Memory. Press Control X - to Cut ●	Control V - Paste copied item in memory to your current cursor location ●
Control Home - Jump to TOP of Document ●	Control W – Close Current Window ●
Control-Alt-Del - Launches the Task Manager to monitor or end Tasks/Apps ●	Control Z – the MAGIC undo button for MS Office and most editing and input ●
Control Esc, Rt-Arrow, Rt-Arrow Restart or Shutdown (Options Menu) ●	TAB - Jump Forwards One Field or object at a Time, Shift Tab reverses ●
Control Home - Jump to TOP of Document ●	Control End - Jump to END of Document ●
Shift INS Pastes Item to cursor location. Press Shift (arrow) to Hi-Light text ●	Click, hold and drag cursor - Will move selected object or Highlight Text as needed ●
Right Click - on any object or windows component reveals the context menu ●	Control/Shift End - Highlight Data from here to end of current document ●
Control Plus or Minus key {+ -} Boost or Decrease Web Browser View ●	Ctrl H = Web Page History Ctrl-F = Find ● Ctrl-K = Web Search Ctrl-P Print Ctrl-S = Save ●
F5 - Refreshes the Webpage or Desktop view. Make those shy Icons dance! ●	CTRL TAB Switch between Browser Tabs ● CTRL SHIFT TAB – Goes Other Way ●
WinKey then L - Locks your PC ●	F8 – At Boot, can Trigger the Startup Menu, for “Safe Mode” and BIOS changes ●
WinKey then X - Shutdown Menu options ●	F11 - Expands Web Browser Full Screen ●
SHIFT PrtScn - Captures a full screen image of desktop; paste into Word & edit ●	WinKey + H for Dictation Voice to Text ●
ESC – Cancel/close the current Window ●	Ctrl S – Saves your current document ●

SPECIAL COMMANDS

Revised 021822

Winkey-TAB Key – Displays open windows in an array w/Timeline (newest Release) ●	Snipping Tool - Handy tool for capturing screen images & paste onto Word - Email ●
WinKey + E – To load File Explorer ●	Show Desktop - Clicking the square block just right of system clock clears desktop ●
WinKey + D – Add New Clean Desktop ●	ALPHA-CENTRIC! By pressing the correct alphabet key your cursor will jump to an Icon, File or Folder ●
Shake Current Window – causes other open windows to become minimized ●	

●●● SMART-KEY COLOR LEGEND ●●●

WEB BROWSERS ● WINDOWS ● WORD ●

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