Windows Computer A to Z Shortcut Key list with PDF

In the Computer world, a **keyboard shortcut** is a combination of one or more command to execute a particular action. These shortcuts are really helpful to execute a sequence of operation in one or two steps.

With the help of [Windows](#) Shortcut keys, you can easily perform a complex task/function in simple steps especially in Microsoft programs like MS Excel, Word, and PowerPoint. Windows Shortcut keys are also known as Hotkeys. I know that we all are using some shortcut keys for cut, copy and paste but there are many hidden and New Shortcut keys which can help your effort and increase productivity. In my experience, it takes time to remember all the keys but with regular use and practice you will easily execute/remember any Hotkey with its functionality. At the end of the list, I am also going to tell you that How you can create your own shortcut keys.

I have decided Windows Hotkeys in different groups according to their functions:

Windows Shortcut Keys

Alt + Tab	**Switch between open programs**
Windows Key + R	**Opens the Run menu**
Windows Key + E	**Opens Explorer**
Ctrl + Shift + Esc	**Open Task Manager**
Windows Key + Up Arrow	**Maximize current window**
Windows Key + Break	**Opens system properties**
Windows Key + F	**Opens search for files and folders or Open Feedback Hub in WIN 10**
Windows Key + D	**Hide/display the desktop**
Alt + Esc	**Switch between programs in the order they were opened**
Alt + Letter	**Select menu item by underlined letter**
Ctrl + F4	**Close active document**
Ctrl + Esc	**Open Start menu**
Alt + F4	**Quit active application or close the current window**
F1	**Open Help menu for an active application**
Ctrl + Up or Down Arrow	**Move cursor forward or back one paragraph**
Ctrl + Left or Right Arrow	**Move cursor forward or back one word**
Alt + Space	**Open menu for the active program**
Windows + F1	**Open Windows Help and Support**
Shift + Windows Key + M	**Restore windows that were minimized with the previous keystroke**
Windows Key + M	**Minimize all windows on Desktop**
Windows + Tab	**Open Task view**

Left Alt + Left Shift + Num Lock	**Switch Mouse keys on and off**
Left Alt + Left Shift + PrtScr	**Switch High Contrast on and off**
Hold Num Lock for five seconds	**Switch Toggle keys on and off**
Press Shift five times	**Switch Sticky keys on and off**

General Windows Keyboard Shortcuts

F1	**Open any program Help**
Ctrl + C	**Copy the selected item**
Ctrl + X	**Cut the selected item**
Ctrl + V (or Shift+Insert)	**Paste the selected item**
Ctrl + Z	**Undo last action**
Ctrl + Y	**Redo last action**
Ctrl + D	**Delete the selected item and move it to the Recycle Bin**
Shift + Delete	**Delete the selected item without moving it to the Recycle Bin (Permanent Delete)**
F2	**Rename the selected item**
Ctrl + Right Arrow	**Move the cursor at the beginning of the next word**
Ctrl + Left Arrow	**Move the cursor at the beginning of the previous word**
Ctrl + Down Arrow	**Move the cursor at the beginning of the next paragraph**
Ctrl + Up Arrow	**Move the cursor at the beginning of the previous paragraph**
Ctrl + Shift with an arrow key	**Select a block of text**
Shift with arrow key	**Select more than one item in a window or on the desktop, or select text within a document**
Ctrl with any arrow key + Space	**Select multiple individual items in a window or on the desktop**
Ctrl + A	**Select all items in a document or window**
F3	**Search for a file or folder**
Alt + Enter	**Display properties for the selected item**
Alt + F4	**Close the active item or exit the active program**
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**
Ctrl + Mouse scroll wheel	**Change the size of icons on the desktop**
Windows logo key + Tab	**Cycle through programs on the taskbar by using Aero Flip 3-D**
Alt + Esc	**Cycle through items in the order in which they were opened**
F6	**Cycle through screen elements in a window or on the desktop**
F4	**Display the address bar list in Windows Explorer**
Shift + F10	**Display the shortcut menu for the selected item**
Ctrl + Esc	**Open the Start menu**
Alt + underlined letter	**Display the corresponding menu**
Alt + underlined letter	**Perform the menu command**
F10	**Activate the menu bar in the active program**
Right Arrow	**Open the next menu to the right or open a submenu**
Left Arrow	**Open the next menu to the left, or close a submenu**
F5 (or Ctrl+R)	**Refresh the active window**
Alt + Up Arrow	**View the folder one level up in Windows Explorer**
Esc	**Cancel the current task/ Escape the current task**
Ctrl + Shift + Esc	**Open Task Manager**
Left Alt + Shift	**Switch the input language when multiple input languages are enabled**
Ctrl + Shift	**Switch the keyboard layout when multiple keyboard layouts are enabled**
Right or Left Ctrl + Shift	**Change the reading direction of text in right-to-left reading languages**

Microsoft Excel Shortcut Keys

F2	Edit the active cell
F5	Displays the Go To box
F7	Open the Spelling dialogue box to check a selected range
F11	Create a chart of data in the current range in a separate sheet
Alt + Shift + F1	Insert a new worksheet
Ctrl + Shift + Colon (:)	Enter the current time
Ctrl + Semicolon (;)	Enter the current date
Alt + Shift + F1	Insert a new worksheet

Ctrl + **A**	Select all content in the worksheet
Ctrl + **B**	Bold highlighted selection
Ctrl + **I**	Italicize highlighted selection
Ctrl + **K**	Open the Insert hyperlink dialogue box
Ctrl + **U**	Underline highlighted selection
Ctrl + **P**	Brings up the print dialog box
Ctrl + **Z**	Undo
Ctrl + **Page Up**	Move to previous sheet in a workbook
Ctrl + **Page Down**	Move to next sheet in a workbook
Ctrl + **Tab**	Switch to next tab in dialogue box
Ctrl + **Arrow Key**	Move to the edge of the current data region in a worksheet
Ctrl + **Space**	Select an entire column in a worksheet
Shift + **Space**	Select an entire row in a worksheet
Ctrl + **F9**	Minimize a workbook window to an icon
Ctrl + **F6**	**Switch to the next workbook window when multiple are open**
Ctrl + **F10**	Maximize a selected workbook window
Ctrl + **Shift** + **!**	Apply the Number format
Ctrl + **Shift** + **#**	Apply the Date format
Ctrl + **Shift** + **%**	Apply the Percentage format
Ctrl + **Shift** + **^**	Apply the Exponential format
Ctrl + **Shift** + **@**	Apply the Time format

Microsoft Word Shortcut Keys

Ctrl + **A**	Selects all in the current document
Ctrl + **B**	Bold text
Ctrl + **C**	Copies the item or text
Ctrl + **D**	Displays the Font dialogue box
Ctrl + **E**	Switch a paragraph between center and left
Ctrl + **F**	Displays the Find dialog box to search the current document
Ctrl + **G**	Displays the Go To dialog box to search for a specific location
Ctrl + **H**	Displays the Replace dialogue box
Ctrl + **I**	Italicize text
Ctrl + **J**	Switch a paragraph between justified and left alignment
Ctrl + **K**	Create a hyperlink
Ctrl + **L**	Left align a paragraph
Ctrl + **M**	Indent a paragraph from the left
Ctrl + **N**	Create a new document

Ctrl + O	Opens a new document
Ctrl + P	Prints a document
Ctrl + R	Switch the alignment of a paragraph between left and right
Ctrl + S	Save
Ctrl + U	Underlines text
Ctrl + V	Pastes
Ctrl + X	Cuts
Ctrl + Y	Redo the last action
Ctrl + Z	Undo the last action
Ctrl and F2	Select Print Preview command
Ctrl and Enter	Insert a page break
Ctrl and F4	Closes the active window
Ctrl and F6	Opens the next window if multiple are open

GENERAL WINDOWS HOTKEYS

F1	**Use the Office assistant**
F2	**Move text or image**
F3	**Insert an auto text entry**
F4	**Perform last action again**
F5	**Displays the Go To dialogue box**
F6	**Go to the next frame**
F7	**Launch the Spell Checker**
F8	**Extend the current selection**
F9	**Search or Open Start menu**
F10	**Show KeyTips**
F11	**Go to the next field / Decrease Brightness in some Models**
F12	**Open Save As**
Shift + F1	**Review text formatting**
Shift + F2	**Copy selected text**
Shift + F3	**Change the case style of the selected text**
Shift + F4	**Perform a Find or Go To action again**
Shift + F5	**Move to a previous revision**
Shift + F6	**Go to the previous frame**
Shift + F7	**Choose the Thesaurus command**
Shift + F8	**Shrink the selection**
Shift + F9	**Switch between a field code and its result**
Shift + F10	**Display a shortcut menu**
Shift + F11	**Go to the previous field**
Shift + F12	**Choose the Save command**

ALT + F1	Go to the next field
CTRL + F2	Choose the print preview command
CTRL + F4	Close the Window
CTRL + F5	Restore the document window size
CTRL + F6	Go to the next window
CTRL + F7	Choose the move command
CTRL + F8	Choose the size command
CTRL + F9	Insert an empty field
CTRL + F10	Maximize the document window
CTRL + F11	Lock a field
CTRL + F12	Choose the Open command
CTRL + ALT + F1	Display Microsoft system information
CTRL + ALT + F2	Choose the open command (file menu)
CTRL + SHIFT + F5	Edit a bookmark
CTRL + SHIFT + F6	Go to the previous window
CTRL + SHIFT + F7	Update linked information in a word source document
CTRL + SHIFT + F8	Extend a selection or block
CTRL + SHIFT + F9	Unlink a field
CTRL + SHIFT + F10	Activate the ruler
CTRL + SHIFT + F11	Unlock a field
CTRL + SHIFT +F12	Choose the print command

Windows System Command List

You can use this Windows System Command using RUN DIALOGUE BOX (Windows Key + R)

excel	Microsoft Excel
notepad	**Notepad**
wordpad	**WordPad**
calc	**Calculator**
mspaint	**Microsoft Paint**
control	**Opens the Control Panel**
msmsgs	**Windows Messenger**
temp	**Open Temporary file Folder**
msinfo32	**System Information**
cleanmgr	**Disk Cleanup**
ntbackup	**Backup or Restore Wizard**
powerpnt	**Microsoft PowerPoint**

rstrui   **System restore**
services.msc Services

Desktop Connection keyboard Hotkeys/Shortcuts

Alt + Page Up	Move between programs from left to right.
Alt + Page Down	Move between programs from right to left.
Alt + Insert	Cycle through programs in the order that they were started in.
Alt + Home	Display the Start menu.
Ctrl + Alt + Break	Switch between a window and full screen.
Ctrl + Alt + End	Display the Windows Security dialog box.
Alt + Delete	Display the system menu.
Ctrl + Alt + Minus Sign (-) or Alt+PrtScn	Place a copy of the active window, within the client, on the Terminal server clipboard.
Ctrl + Alt + Plus Sign (+) or PrtScn	Place a copy of the entire client window area on the Terminal server clipboard

Chrome Browser Keyboard Shortcuts for Windows

Chrome in Windows	Chrome Browser Command Output
Ctrl + N	Open new window
Ctrl + T	Open new tab
Ctrl + Shift + T	Reopen the last closed tab
Ctrl + Tab	Move to next tab
Ctrl + Shift + Tab	Move to previous tab
Alt + Left Arrow	Open previous page in browsing history
Alt + Right Arrow	Open next page in browsing history
Ctrl + W	Close current tab
Alt + F4	Close current window
Ctrl + Shift + O	Open Bookmarks Manager
Ctrl + H	Open History page
Ctrl + J	Open Downloads page
Ctrl + F	Open Find Bar
Ctrl + P	Print current page
Ctrl + S	Save current page
Ctrl + D	Save current page as a bookmark
F5	Reload current page

Chrome in Windows Chrome Browser Command Output

F11   Toggle full-screen mode

Chrome Browser Keyboard Shortcuts for MacOS

Actually Windows and Mac have different output for different Shortcut keys which are as follows:

Chrome in MacOS	**Chrome Command Output in Mac**
Command + N	Open new window.
Command + T	Open new tab.
Command + Shift + T	Reopen the last closed tab.
Command + Option + Right Arrow	Move to next tab.
Command + Option + Left Arrow	Move to previous tab.
Command + [	Open previous page in browsing history.
Command +]	Open next page in browsing history.
Command + W	Close current tab.
Command + Shift + W	Close current window.
Command + Option + B	Open Bookmarks Manager.
Command + Y	Open History page.
Command + Shift + J	Open Downloads page.
Command + F	Open Find Bar.
Command + P	Print current page.
Command + S	Save current page.
Command + R	Reload current page.
Command + D	Save current page as a bookmark.

Source – [Windows Computer Shortcut Key List](#)

So in the starting of the post I mention that I will provide you steps to make your own shortcut. The steps are as follows:

- In the first step you need to Open the folder or directory that contains the program you wish to create a shortcut for.
- Now Right click on the program and click **Create Shortcut**. This will create a shortcut named "Shortcut to <your program>" in the directory you are in. If you wish to rename this shortcut.
- Once the above steps have been completed, you can copy this shortcut and paste it anywhere to execute this program.

- Now to assign Keys for your shortcut =>> Right-click the shortcut and click **Properties and then** Click on the **Shortcut** tab.
- Click in the **Shortcut key box** and press a letter. For example, if you press "b", the shortcut key will automatically be made to Ctrl + Alt + B and that will act as your Shortcut Key. Isn't it very easy?

So, Guys This is the list of Windows Shortcut keys. To collect few shortcut I referred many manual and research on online directories. Let me know If I miss anyone or also point out if any shortcut keys are wrong in description. (SOURCE - TechCortex)