


## Your reference guide to keyboard shortcuts for Microsoft products

### General key commands

- CTRL + X: Cut
- CTRL + V: Paste
- CTRL + Z: Undo
- CTRL + B: Bold
- CTRL + U: Underline
- CTRL + I: Italic
- CTRL + C: Copy
- CTRL + A: Select all the items in the current window
- F1: Help
- ALT + TAB: Switch between open programs
- ALT + F4: Quit program
- SHIFT + DELETE: Delete item permanently
-  + L: Lock the computer (without using CTRL+ALT+DELETE)

### Do you want to delete something without having to empty recycle bin?

- SHIFT + DELETE: Deletes an item immediately without placing it in the Recycle Bin






### General switching commands

- ALT + TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- SHIFT: Press and hold down the SHIFT key while you insert a CD-ROM to bypass the automatic-run feature
- ALT + F4: Closes the current window

### Do you want to copy a file?

Press and hold down the CTRL key while you drag the file to another folder.

### Inside My Computer?

- F5: Refreshes the current window.
- BACKSPACE: Switch to the previous folder
- Left ALT + left SHIFT + PRINT SCREEN: Toggles high contrast on and off
-  + R: **R**un dialog box
-  + M: Minimize all
-  + E: Windows Explorer
-  + F: Find files or folders
-  + D: Minimizes all open windows and displays the desktop