

Shortcut Keys

Word Processing

Add Hyperlink	Ctrl + K
Copy	Ctrl + C
Cut	Ctrl + X
Find	Ctrl + F
Goto Last Page	Ctrl + End
Insert Emoji	Win + .
New Document	Ctrl + N
Paste	Ctrl + V
Redo	Ctrl + Y
Replace	Ctrl + H
Select All	Ctrl + A
Select in Row	Shift + Click
Select Individual	Ctrl + Click
Single Space	Shift + Enter
Start New Page	Ctrl + Enter
Undo	Ctrl + Z
Zoom In	Ctrl + Roll Up
Zoom Out	Ctrl + Roll Dwn

Windows Desktop

Change Password	Ctrl + Alt + Del
Close Window	Alt + F4
Cycle Windows	Alt + Tab
File Explorer	Win + E
Lock Desktop	Win + L
Minimize All	Win + D
Rename File	F2
Reverse Tab	Shift + Tab
Snipping Tool	Win + Shift + S
Task Manager	Ctrl + Shift + Esc

Internet

Bookmark Tab	Ctrl + D
Bookmarks Manager	Ctrl + Shift + O
New Incognito Window	Ctrl + Shift + N
New Tab	Ctrl + T
New Window	Ctrl + N
Refresh Page	F5
Reopen Closed Tab	Ctrl + Shift + T
Server Refresh Page	Ctrl + F5
View Downloads	Ctrl + J
View History	Ctrl + H

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