Computer Keyboard Shortcuts Chart (Windows)

Shortcut	Kaam / Action
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find
Ctrl + H	Replace (Word)
Ctrl + B / I / U	Bold / Italic / Underline
Ctrl + N	New document/window
Ctrl + O	Open file
Ctrl + W	Close tab/document
Ctrl + T	New browser tab
Ctrl + Shift + T	Reopen closed tab
Ctrl + L	Select address bar
Ctrl + R / F5	Refresh page
Ctrl + + / −	Zoom in / out
Alt + Tab	Switch windows
Alt + F4	Close window
Win + D	Show desktop
Win + E	File Explorer
Win + L	Lock PC
Win + Shift + S	Screenshot (snip)
Win + V	Clipboard history
Win + .	Emoji panel
PrtScn	Screenshot

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F2	Rename file
Delete / Shift + Delete	Recycle bin / delete permanently
Ctrl + Shift + Esc	Task Manager
Ctrl + Home / End	Start / end of document
Ctrl + E / L / R / J	Centre / left / right / justify (Word)
Ctrl + ;	Today’s date (Excel)
F4	Repeat / absolute ref $ (Excel)
Alt + =	AutoSum (Excel)
Ctrl + Arrow	Jump to data edge (Excel)
Ctrl + Shift + L	Filter (Excel)

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