

# Essential Keyboard Shortcuts

## Quick Reference Guide



### Windows Navigation

Win + D: Show/Hide Desktop  
Win + L: Lock Computer  
Win + E: Open File Explorer  
Win + I: Open Settings  
Alt + Tab: Switch Windows  
Win + Tab: Task View  
Win + Arrow: Snap Windows  
Win + M: Minimise All Windows  
Win + Shift + S: Screenshot Tool

### Text Editing

Ctrl + C: Copy  
Ctrl + V: Paste  
Ctrl + X: Cut  
Ctrl + Z: Undo  
Ctrl + Y: Redo  
Ctrl + B: Bold Text  
Ctrl + A: Select All  
Shift + Home: Select to Start of Line  
Shift + End: Select to End of Line

### Web Browser

Ctrl + T: New Tab  
Ctrl + W: Close Tab  
Ctrl + Shift + T: Reopen Closed Tab  
Ctrl + L: Focus Address Bar  
Ctrl + R: Refresh Page  
Ctrl + D: Bookmark Page  
Ctrl + Tab: Switch Between Tabs  
Alt + Left Arrow: Go Back  
Ctrl + F5: Hard Refresh

### Productivity Boosters

Ctrl + F: Find  
Ctrl + S: Save  
Ctrl + P: Print

F5: Refresh  
Ctrl + W: Close Window  
Alt + F4: Close Application

Ctrl + Shift + Esc: Task Manager  
Win + G: Screen Recording  
Ctrl + H: Replace

**Quick Tip:** Print this guide and keep it near your workspace for easy reference!

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