

Alt+F	File menu options in current program.
Alt+E	Open <i>Edit</i> options in current program.
Alt+Tab	Switch between open programs.
F1	View help information (F1 is used by almost every Windows program to display help).
F2	Rename a selected file.
F5	Refresh the current program window.
Ctrl+D	Bookmarks the current page in most Internet browsers.
Ctrl+N	Create a new or blank document in some software, or open a new tab in most Internet browsers.

Ctrl+O Open a file in the current software.

Ctrl+A Select all text.

Ctrl+B Change selected text to be bold.

Ctrl+I Change selected text to be in italics.

Ctrl+U Change selected text to be underlined.

Ctrl+F Open find window for current document or window.

Ctrl+S Save current document file.

Ctrl+X Cut selected item.

Shift+Del Cut selected item.

Ctrl+C Copy selected item.

Ctrl+Ins Copy selected item

Ctrl+V Paste

Shift+Ins Paste

Ctrl+Y Redo last action.

Ctrl+Z Undo the last action.

Ctrl+K Insert hyperlink for selected text.

Ctrl+P Print the current page or document.

Home Goes to the beginning of the current line.

Ctrl+Home Goes to the beginning of a document.

End Goes to the end of the current line.

Ctrl+End Goes to the end of the document.

Shift+Home Highlights from current position to beginning of line.

Shift+End Highlights from current position to end of line.

Ctrl+Left
arrow Moves one word to the left at a time.

Ctrl+Right
arrow Moves one word to the right at a time.

Ctrl+Esc Open the Start menu.

Ctrl+Shift+E
SC Open Windows Task Manager.

Alt+F4 Close the currently active program.

Alt+Enter Open the properties for the selected item (file, folder, shortcut, etc.).