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Windows Shortcut Keys
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At the August 2015 meeting of CUGG, I briefly covered the subject of shortcut keys. Shortcut keys are key combinations that you can use to quickly perform a number of tasks, such as saving a document, opening the Start menu, and toggling your web browser in and out of full-screen mode. You may find that many shortcut keys are quicker to use than a mouse. For example, I frequently use the key combination CTRL+S to save a document I am working on. I have used it hundreds of times to where I can press it faster than I could ever move my mouse to click the File menu and then navigating down to click **Save**. You may also find them easier to use than a mouse if you have motor control issues.

Many shortcut keys are shared across many different programs. For instance, CTRL+S (save file), CTRL+O (open file), CTRL+SHIFT+S (save file as), CTRL+C (copy), CTRL+V (paste), and CTRL+A (select all) work for many different programs including word processors, spreadsheets, and graphics editors. Others are unique to a program, so there is no one list of all available shortcut keys. The best way to find what is available in your favorite program is to consult the help documentation, which is as simple as pressing the F1 key and then searching for "keyboard shortcuts." You can also find information with your favorite web browser. When searching the Internet, be sure to provide the exact program version, as different versions of a program may support different shortcut keys. For example, searching for "Windows 7 shortcut keys" will give you information pertaining to Windows 7, whereas searching for "Windows 10 shortcut keys" will give you different information. (There are more shortcut keys supported by Windows 10 than Windows 7.) Likewise, searching for "Word 2010 shortcut keys" may give different results than searching for "Word 2003 shortcut keys."

Below is a list of my favorite shortcut keys. You will find more listed in my presentation notes. You will also find other favorite shortcut keys from a [presentation](#) that was given in January 2009.

General Windows control:
- ALT+F4: Close the currently selected program
- ALT+TAB: Task-switch between open programs
- WIN+TAB: Cascading task-switch (supported in Windows Vista and later)
- WIN: Open the Start menu
- WIN+L: Lock Windows

Word processing:
- CTRL+B: Boldface
- CTRL+I: Italics
- CTRL+U: Underline
- F7: Spellcheck

Spreadsheets:

- F2: Edit the current cell
- CTRL+HOME: Jump to the top left cell
- CTRL+END: Jump to the bottom right cell
- SHIFT+CTRL+END: Select all non-empty cells

Web browsers:
- F5: Refresh window
- F11: Toggle in and out of full-screen mode
- CTRL+T: Open new tab

Windows Explorer:
- F2: Rename currently selected file/folder
- DEL: Move the currently selected file/folder to the Recycle Bin
- SHIFT+DEL: Delete the currently selected file/folder (bypass the Recycle Bin)
- CTRL+Z: Undo last file/folder operation

Various programs:
- F1: Help
- CTRL+Z: Undo last change
- CTRL+P: Print file
- CTRL+O: Open file
- CTRL+N: Create new file
- CTRL+S: Save file
- SHIFT+CTRL+S: Save file as…
- CTRL+A: Select all
- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+F: Find