Shortcut Keys	Description
Alt+F	File menu options in current program.
Alt+E	Edit 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+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 last action.
Ctrl+K	Insert hyperlink for selected text.
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of 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	Opens the Start menu.
Ctrl+Shift+Esc	Opens Windows Task Manager.
Alt+F4	Close the currently active program.
Alt+Enter	Open the properties for the selected item