Keyboard shortcuts for Windows

Many people ask me how I am able to navigate through a computer so quickly. Then answer is simple…I rarely take my hands off the keyboard! That may sound like some black magic or some of you may even call it crazy, but moving you hand from the keyboard, to the mouse, and back again just to click once or twice can really add up (and it doesn’t look as cool!).

 On a more serious note, some people want to know more about how to make their computer use more efficient, and others just need some help because they may have hit the wrong key. Below is a list of common keyboard shortcuts for just about all of your needs!

* F1: Help
* CTRL+ESC: Open **Start** menu
* ALT+TAB: Switch between open programs
* ALT+F4: Quit program
* Windows Logo+L: Lock the computer (without using CTRL+ALT+DELETE)
* F11: Toggles between Full Screen and Normal Sized windows (full screen is where you don’t can’t see the Taskbar or the Close, Minimize, or Restore Buttons on the top right of the window)

Windows program key combinations

* CTRL+A: Select All
* CTRL+C: Copy
* CTRL+X: Cut
* CTRL+V: Paste
* CTRL+Z: Undo
* CTRL+B: Bold
* CTRL+U: Underline
* CTRL+I: Italic
* CTRL+Z: Undo last command

General keyboard-only commands

* F1: Starts Windows Help
* F10: Activates menu bar options
* SHIFT+F10 Opens a shortcut menu for the selected item (this is the same as right-clicking an object
* WINDOWS LOGO: Opens Start Menu
* CTRL+SHIFT+ESC: Opens Windows Task Manager
* ALT+DOWN ARROW: Opens a drop-down list box
* ALT+TAB: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
* ALT+F4: Closes the current window