

Most Commonly Used Keyboard Shortcuts

Windows Key	Open/close the Start Menu
Windows Key + D	Go to the Desktop
Windows Key + E	File Explorer
Enter	Open selected file or option
Alt + Tab	Switch between open programs
Esc	Close a dialog box, leave a menu bar, etc
Alt + F4	Close a program
Control + A	Select the whole list/document
Control + C	Copy the selection
Control + X	Cut the selection
Control + V	Paste the copied selection
Control + S	Save
Control + P	Print
Control + Z	Undo last action
Control + Home key	Go to the beginning of a document
Control + End key	Go to the end of a document
Control + Page Up	Go to the beginning of the previous page in a document.
Control + Page Down	Go to the beginning of the next page in a document.
F2	Rename a selected file
F12	Save as
Backspace	In File Explorer, goes up a level to the parent folder
Windows + X, then U twice	Shut down the computer