

## 25 Keyboard Shortcuts for Windows PC

Control + shift + escape = brings up task manager

Alt + F4 = closes the active program on the screen

Control + X = cut

Control + C = copy

Control + V = paste

Control + S = save

F12 = save as

Ctrl + P = print

Control + A = select all

Control + Click = to select only those you want

Control + F = find

Control + Z = undo

Shift + B = bold text

Shift + I = italics

Shift + U = underline

ALT key + N then P = insert picture dialog box

Shift + F5 = reloads your webpage, ignoring previously cached content

Alt + Tab - switch between programs

Alt + F4 = close current program

Ctrl + N - Creates a new document, or open a new browser window

Ctrl + O - Opens a document

Ctrl + T - New browser tab

Ctrl + F4 - Close browser tab

PrtScn = copy the screen to the clipboard

Windows + PrtScn = save the screen to a file