

Ctrl + A (Select All)

Selects everything in the current window, document, or webpage.

Ctrl + C (Copy)

Copies the selected content to the clipboard so you can paste it elsewhere.

Ctrl + V (Paste)

Pastes whatever you've copied from the clipboard into the active field or document.

Ctrl + X (Cut)

Cuts the selected content to the clipboard so you can move it elsewhere.

Ctrl + Z (Undo)

Reverts the last action you took. It's like your "oops" button.

Ctrl + Y (Redo)

Redoes an action you've undone. It's like the opposite of Undo.

Ctrl + B (Bold)

Makes selected text bold.

Ctrl + I (Italic)

Makes selected text italic.

Ctrl + U (Underline)

Underlines selected text.

Ctrl + S (Save)

Saves your current document or file. An essential habit for avoiding data loss.

Ctrl + P (Print)

Opens the print dialog for printing your document or webpage.

Ctrl + W (Close)

Closes current window.

Ctrl + F (Find)

Opens a search bar that allows you to find a specific word or phrase in your document or webpage.

Windows + L (Lock Screen)

Locks your PC, perfect for when you need to step away quickly.

Windows + E (File Explorer)

Opens the file explorer to browse through your files and folders.

Windows + Shift + S (Snip Tool)

Lets you select a portion of your screen to capture as a screenshot.

Windows + D (Show Desktop)

Minimizes all open windows to show your desktop.

Alt + Tab (Switch Apps)

Allows you to quickly switch between open applications.

Alt + F4 (Close Window)

Closes the currently active window or application.

F5 (Refresh)

Reloads the current webpage or application. Often used when something isn't loading right.

Ctrl + Shift + N (New Folder)

Creates a new folder in File Explorer.

Windows + V (Clipboard history)

Letting you view and paste previously copied items.

Windows + M (Minimize All Windows)

Minimizes all open windows at once.

Ctrl + Shift + Esc (Task Manager)

Directly opens the Task Manager, where you can manage apps, processes, and performance.

Windows + + (Zoom In)

Zooms in using the built-in screen magnifier.

Windows + - (Zoom Out)

Zooms out using the built-in screen magnifier.