

### basics

ctrl + a	Select all
ctrl + c	Copy
ctrl + x	Cut
ctrl + v	Paste
ctrl + s	Save
ctrl + o	Open
ctrl + n	New document
ctrl + w	Close
ctrl + f	Find
ctrl + z	Undo
ctrl + Y	Redo
F2	Rename file/folder

### programming basics

Ctrl + Alt + 3	#
Ctrl + Alt + 4	{
Ctrl + Alt + =	}
Ctrl + Alt + 5	[
Ctrl + Alt + )	]

### Ctrl key

Ctrl + F4	close tab
Ctrl + Esc	open start menu of windows
Ctrl + Plus key(+)	zoom in
Ctrl + Minus key(-)	zoom out
Ctrl + End	jump to end of page
Ctrl + Home	jump to start of page
Ctrl + Left	cursor jump to start of the word
Ctrl + Right	cursor jump to end of the word
Ctrl + f	open search bar (like F3)
Ctrl + Z	undo
Ctrl + y	redo
Ctrl + Shift+ Esc	open task manager
Ctrl + r	reload (like F5)

### Alt key

Alt + Tab	navigate tabs/programmes
Alt + F4	close window/programme
Alt + f	open file menu option
Alt + e	open edit menu option

### Shift key

Shift + Del	permanent delete
Shift + right arrow	select right
Shift + left arrow	select left

### Windows key

Windows + space	open language selection
Windows + v	open clipboard
Windows + e	open file explorer
Windows + plus key(+)	open magnifier (to zoom)
Windows + i	open windows settings
Windows + d	minimize all
Windows + Tab	show all opened application
Windows + r	open run

### F keys

F1	display help
F2	rename
F3	search
F4	get folder path
F5	refresh
F6	jump(navigate) screen elements
F10	open menu bar

