

System	
⊞-D	Toggle show Desktop
⊞-E	Open File Explorer
⊞-P	Projector (manage 2 <sup>nd</sup> screen)
⊞-X	System menu
⊞-←	Dock window left
⊞-→	Dock window right
⊞-Shift-←	Move window to left monitor
⊞-Shift-→	Move window to right monitor
Alt-Tab	Select / Toggle windows <sup>1</sup>
Ctrl-Shift-Esc	Open Task Manager
Ctrl-Shift-N	New folder
Ctrl-Click	Toggle selection <sup>2</sup>
Shift-Click	Select range <sup>2</sup>
Esc	Escape <sup>3</sup>

<sup>1</sup>Hold Alt down and tap Tab repeatedly to cycle through windows. Tap Tab and release Alt immediately to toggle between two last windows.

<sup>2</sup>Works for File Explorer and selection dialogs of many programs.

<sup>3</sup>Gets you out of dialog boxes and other stuff in many programs.

Screenshots	
PrtScn	Entire screen
Alt-PrtScn	Active window
Copies images to Clipboard	

Virtual (Multiple) Desktops	
⊞-Tab	Task View / Manage Desktops
⊞-Ctrl-←	Previous desktop
⊞-Ctrl-→	Next desktop
⊞-Ctrl-D	Create a new desktop

Web Browsers	
Ctrl-⊞ (no shift)	Zoom in
Ctrl-⊞ (no shift)	Zoom out
Ctrl-0 (digit zero)	Zoom to normal (100%)
Ctrl-Click	Open link in new tab
Home	Top of page
End	Bottom of page
Alt-←	Back
Alt-→	Forward

Editing	
Ctrl-S	Save
Ctrl-Z	Undo
Ctrl-X	Cut (think "X" = "scissors")
Ctrl-C	Copy
Ctrl-V	Paste
Ctrl-A	Select All

Word	
Ctrl-Shift-V	Insert without formatting
Alt-Shift-D	Insert Date
Alt-Shift-T	Insert Time

Excel	
Ctrl-`	Toggle show formulas



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