

Windows Shortcuts

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| Windows + E | Opens a File Explorer window. |
| Windows + D | Shows the desktop and minimises all windows. Press again to show windows. |
| Windows + Tab | Opens Task View to view and switch windows. |
| Windows + I | Opens Windows Settings. |
| Windows + L | Locks your computer. |
| Windows + Left/Right/Up/Down | Minimises and maximises the focused window, or snaps it to the left or right. |
| Windows + Shift + Left/Right | Moves the focused window between screens. |
| Windows + 0-9 | Starts the program pinned to the Taskbar in the position indicated by the number. Switches to the program if it is already open. |
| Windows + P | Opens the Project menu on the right side of the screen. Use this to select a display mode. |
| Windows + A | Opens the Action Center. Use this to view your notifications and to change your device's quick settings e.g. brightness. |

Windows Shortcuts (cont)

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| Windows + Pause | View your computer's About page to find your computer's name and its specs. |
| Windows + . | Opens the Emoji window. |
| Windows + R | Opens Windows Run. |
| Windows + V | View and paste from the clipboard's history. Clipboard History must be enabled first. |

Text Editing Shortcuts

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| Ctrl + Left/Right | Moves the cursor to the start or end of the current or next word. |
| Ctrl + Up/Down | Moves the cursor to the start or end of the paragraph. |
| Ctrl + Shift + Left/Right | Selects text from the cursor's current position to the start or end of the current word, previous word, or next word. |
| Ctrl + Backspace | Deletes the word or text to the left of your cursor. |
| Double click a word | Selects the clicked word. |
| Triple click a word | Selects the entire paragraph. |

Browser Shortcuts

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| Alt + D | Moves the cursor to the address/search bar. |
| Ctrl + E | Moves the cursor to the address/search bar to search with the default search engine. |
| Ctrl + F | Opens Find to search for text in the current tab. |
| Ctrl + T | Opens a new blank tab. |
| Ctrl + W | Closes the current tab. |
| Ctrl + Shift + T | Reopens the most recently-closed tab. |
| Ctrl + Shift + K | Duplicates the current tab. |
| Ctrl + R or F5 | Refreshes the current tab. |
| Ctrl + D | Bookmarks the current tab. |
| Ctrl + Shift + B | Shows/hides the Bookmarks Bar. |
| Ctrl + J | Opens the Downloads window. |



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