

Windows Shortcuts

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)

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

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

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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