

Important Ones

Close a Program	ALT + F4
Task Switcher	ALT + Tab
Find	CTRL + F
Open a New File/Window	CTRL + N
Save and Save As	CTRL + S and F12

Internet

Favorites/Bookmarks	CTRL+I or CTRL+D
Refresh Web page	CTRL+R or F5
Go Back a Page	ALT+ ← arrow
Home Page	ALT+Home
Open New Tab	CTRL + T

Office

Home	ALT+H
Insert	ALT+N
Page Layout	ALT+P
Save	ALT+I
Office Button	ALT+F

PowerPoint

Slideshow	F5
New Slide	CTRL+M
Design	ALT + G
Animations	ALT + A
Slideshow (Menu)	ALT + S

Formatting #1

Undo	CTRL+Z
Change Font	Ctrl + Shift + P
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V

F Keys

Search for a File/Folder	F3
Spelling and Grammar	F7
CYCLE THROUGH the screen ELEMENTS in Window	F6
Help	F1
Rename a File	F2

Windows Key #1

Open My Computer	Windows Key + E
Run Command Line	Windows Key + R
Activate Start Menu	Win Key
Display/Cover Desktop	Win Key + D
Snap Window	Win Key + ← or → arrows

Cursor Movement

Go to Beginning of Doc	CTRL + Home
Go to End of Doc	CTRL + End
Highlight Text	SHIFT + arrow keys
Select Line	SHIFT + Home or SHIFT + End
Go to Begin/End of Line	Home or End