



# **100+** **Important** Keyboard Shortcuts

# General keyboard shortcuts keys

- Windows Key + . (period) - Opens the emoji picker.
- Windows Key + ; (semicolon) - Also opens the emoji picker.
- Windows Key + A - Opens the Action Center.
- Windows+ C - Opens Cortana
- Windows + D - Jumps to desktop
- Windows Key + Ctrl + D - Creates a new virtual desktop.
- Windows+ E - Opens File Explorer
- Windows + G - Opens Game Bar
- Windows+ H - Speech to Text
- Windows+ I - Opens Settings
- Windows Key + k - Opens the Connect pane to connect to wireless displays and audio devices.
- Windows+ L - Locks Windows
- Windows Key + M - Minimizes all windows.
- Windows Key + P - Opens the Project pane for multiple display option
- Windows Key + R - Opens the Run dialog box.
- Windows+ Q/S - Taskbar Search
- Windows Key + S - Opens the search box.
- Windows Key + T - Cycles through the apps on the taskbar.
- Windows+ U - Opens Display Settings
- Windows+ V - Opens Clipboard
- Windows+ W - Opens Floated Snipping Options
- Windows Key + X - Opens the Quick Link menu.
- Windows Key + Alt +R - Screen recording
- Windows Key + Ctrl + F4 - Closes the current virtual desktop.
- Windows Key + Ctrl + Left/Right Arrow - Switches between virtual desktops.
- Windows Key + Shift + M - Restores minimized windows.
- Windows Key + Number (1-9) - Opens the app pinned to the taskbar in the position indicated by the number.
- Windows Key + Shift + Number (1-9) - Opens a new instance of the app pinned to the taskbar in the position indicated by the number
- Windows Key + Tab - Opens Task View.
- Windows Key + Comma (,) - Temporarily peeks at the desktop.
- Windows Key + Pause/Break - Opens the System Properties window.
- Windows Key + Arrow key - snapping window
- F2 - Renames the selected item.
- F3 - Opens a search feature for an app or File Explorer.
- F4 - Places the cursor in the address bar of File Explorer.
- F5 - Refreshes the active window.

F4 - Focuses on and opens the address bar drop-down menu.

F6 - Cycles through the elements in the File Explorer window.

F6 - Cycles through screen elements in a window or on the desktop.

F10 - Activates the menu bar in the active app.

F11 - Toggles full-screen mode.

Alt + Left Arrow - Goes back to the previous location in File Explorer.

Alt + Right Arrow - Goes forward to the next location in File Explorer.

Alt + F4 - Closes the current window.

Alt + Space - Opens the window's title bar menu.

Alt + Enter - Displays properties for the selected item.

Alt + Up Arrow - Moves up one level in the directory hierarchy in File Explorer.

Alt + Enter - Opens the Properties dialog box for the selected item.

Alt + P - Shows or hides the Preview pane.

Alt + Shift + P - Shows or hides the Details pane.

Alt + Up Arrow - Moves up one level in the directory hierarchy.

Alt + Left Arrow - Goes back to the previous folder.

Alt + Right Arrow - Goes forward to the next folder.

Alt + Enter - Opens the properties window for the selected item.

Ctrl + Shift + Esc - Opens Task Manager.

Ctrl + Alt + Tab - Shows open apps without holding down the keys.

Ctrl + Alt + Delete - Opens the security options screen.

Ctrl + L - Focuses the address bar in File Explorer and browsers.

Ctrl + Shift + L - Applies a bullet point to the selected text in Microsoft Office.

Ctrl + Shift + Arrow Keys - Selects text word by word or paragraph by paragraph.

Ctrl + Backspace - Deletes the previous word.

Ctrl + Delete - Deletes the next word.

Ctrl + N - Opens a new File Explorer window.

Ctrl + Shift + E - Expands all folders in the navigation pane.

Ctrl + Shift + Number (1-8) - Changes the view layout (e.g., details, tiles, etc.).

Ctrl + Shift + Number (1-4) - Opens Quick Access (1), This PC (2), Network (3), or Libraries (4).

Ctrl + Shift + L - Toggles item checkboxes.

Shift + Right-click on an item - Opens the extended context menu (with additional options).

Ctrl + E or Ctrl + F - Focuses the search box.

Ctrl + W - Closes the current File Explorer window.

Ctrl + L - Focuses on the address bar.

Ctrl + Mouse Scroll Wheel - Changes the view layout (e.g., list, details, large icons, etc.).

Ctrl + Shift + Arrow Keys - Selects multiple items in the specified direction.

Ctrl + Shift + Number (1-9) - Navigates through the navigation pane options.

Shift + F10 - Opens the context menu for the selected item.

Shift + Delete - Permanently deletes the selected item without moving it to the Recycle Bin.

## Mac Shortcut keys

Command + Option + Esc - Force quits an app.

Command + Shift + 5 - Opens the screenshot and screen recording menu.

Command + Shift + 4, then Space - Captures a specific window.

Command + Shift + 4, then Drag - Captures a specific area of the screen.

Command + Shift + T - Reopens the last closed tab in browsers.

Command + Option + T - Shows or hides the toolbar in Finder.

Command + Option + D - Shows or hides the Dock.

Command + Option + H - Hides all other windows except the current app.

Command + Shift + H - Opens the Home folder of the current macOS user account.

Command + Shift + C - Opens the Computer window in Finder.

Command + Shift + K - Opens the Network window in Finder.

Command + Shift + R - Opens the AirDrop window in Finder.

Command + Shift + A - Opens the Applications folder.

Command + Shift + G - Opens the "Go to Folder" dialog in Finder.

Command + Shift + N - Creates a new folder.

Command + Shift + Q - Logs out of your macOS user account.

Command + Option + W - Closes all windows of the app.

Command + Control + Q - Locks your Mac screen.

Command + Option + M - Minimizes all windows.

Command + Option + I - Shows the inspector window in Finder.

Command + Control + D - Shows the definition of the selected word.

Command + Option + L - Opens the Downloads folder.

Command + Option + T - Shows or hides the tab bar in Finder.

Command + Option + P - Shows or hides the path bar in Finder.

Command + Shift + E - Ejects selected disk or volume.

Command + Option + V - Moves the copied item to a new location.

Command + Option + Space - Opens Spotlight in the Finder window.

Command + Control + Space - Opens the Character Viewer.

Command + Option + F - Opens the search field in an app.

Command + Option + S - Shows or hides the sidebar in Finder.

Command + Option + Esc - Opens the Force Quit Applications window.

Command + Option + Control + Power - Quits all apps and restarts your Mac.

Command + Option + Shift + Delete - Empties the Trash without confirmation.

Command + Shift + Option + Delete - Empties the Trash securely.

Command + Comma (,) - Opens preferences for the current app.  
Command + Slash (/) - Shows or hides the status bar in Finder.  
Command + Shift + Period (.) - Shows or hides hidden files in Finder.  
Control + Command + F - Enters or exits full screen.  
Control + Command + Power - Forces your Mac to restart.  
Control + Command + Q - Locks your screen immediately.  
Control + Option + Command + Power - Shuts down your Mac.  
Command + Control + Media Eject - Quits all apps and restarts your Mac.  
Command + Shift + Option + Q - Logs out of your macOS user account immediately.  
Command + Control + D - Shows the definition of the selected word in a pop-up.  
Command + Option + Shift + V - Pastes and matches the style of the destination text.  
Command + Option + I - Shows the inspector.  
Command + Option + T - Shows or hides the toolbar when a single tab is open in Finder.  
Command + Shift + R - Opens the AirDrop window.  
Command + Shift + Option + K - Opens the Network folder.  
Command + Shift + U - Opens the Utilities folder.

## **WORD SHORTCUT KEYS**

Ctrl + A - Select all contents of the page  
Ctrl + B - Bold highlighted selection  
Ctrl + C - Copy selected text  
Ctrl + X - Cut selected text  
Ctrl + N - Open new/blank document  
Ctrl + O - Open options  
Ctrl + P - Open the print window  
Ctrl + F - Open find box  
Ctrl + I - Italicize highlighted selection  
Ctrl + K - Insert link  
Ctrl + U - Underline highlighted selection  
Ctrl + V - Paste  
Ctrl + Y - Redo the last action performed  
Ctrl + Z - Undo last action  
Ctrl + G - Find and replace options  
Ctrl + H - Find and replace options Ctrl + J Justify paragraph alignment  
Ctrl + L - Align selected text or line to the left  
Ctrl + Q - Align selected paragraph to the left

Ctrl + E - Align selected text or line to the center  
Ctrl + R - Align selected text or line to the right  
Ctrl + M - Indent the paragraph  
Ctrl + T - Hanging indent  
Ctrl + D - Font options  
Ctrl + Shift + F - Change the font  
Ctrl + Shift + > - Increase selected font +1  
Ctrl + ] - Increase selected font +1  
Ctrl + Shift + < - Decrease selected font -1  
Ctrl + [ - Decrease selected font -1  
Ctrl + Shift + \* - View or hide non printing characters  
Ctrl + f f - Move one word to the left  
Ctrl + g g - Move one word to the right  
Ctrl + h h - Move to beginning of the line or paragraph  
Ctrl + i i - Move to the end of the paragraph  
Ctrl + Del - Delete word to right of cursor  
Ctrl + Backspace - Delete word to left of cursor  
Ctrl + End - Move cursor to end of document  
Ctrl + Home - Move cursor to beginning of document  
Ctrl + Space - Reset highlighted text to default font  
Ctrl + 1 - Single space lines  
Ctrl + 2 - Double space lines  
Ctrl + 5 - 1.5 line spacing  
Ctrl + Alt + 1 - Change text to heading 1  
Ctrl + Alt + 2 - Change text to heading 2  
Ctrl + Alt + 3 - Change text to heading 3 F1 Open help  
Shift + F3 - Change case of selected text  
Shift + Insert - Paste  
F4 - Repeat last action performed (Word 2000+)  
F7 - Spell check selected text and/or document  
Shift + F7 - Activate the thesaurus  
F12 - Save as  
Ctrl + S - Save  
Shift + F12 - Save  
Alt + Shift + D - Insert the current date  
Alt + Shift + T - Insert the current time  
Ctrl + W - Close document

# EXCEL SHORTCUT KEYS

Ctrl+A - Select all

Ctrl+B - Applies bold formatting to selected text

Ctrl+C - Copies the selected cells

Ctrl+D - Copies the contents and format of the topmost cell of a selected range in the below cells

Ctrl+E - Invokes Flash Fill to recognize patterns in adjacent columns and fill the current column

Ctrl+G - Opens the Go To dialogue box so that you can work on a specific reference (cell)

Ctrl+I - Italicize the selected cell/s

Ctrl+J - Removes line breaks in a cell

Ctrl+K - Hyperlinks in a cell

Ctrl+ L - Opens the Create Table dialog box for MS Word

Ctrl+ O - Opens an existing workbook

Ctrl+P - Displays the Print dialog box

Ctrl+S - Saves the workbook

Ctrl+T - Displays the Create Table dialog box

Ctrl+U - Underlines the selected text

Ctrl+V - Pastes the contents of the clipboard

Ctrl+X - Cuts the selected cells

Ctrl+Y - Redoes the last undone action

Ctrl+Z - Undoes the last action

Ctrl+1 - Opens the Format Cells dialog box

Ctrl+2 - Applies bold formatting to selected text

Ctrl+3 - Applies italic formatting to selected text

Ctrl+4 - Underlines the selected text

Ctrl+5 - Applies the strikethrough effect to the text

Ctrl+6 - Hides or shows the objects on the sheet

Ctrl+8 - Shows the outline symbols on the sheet

Ctrl+9 - Hides the selected row

Ctrl+0 - Hides the selected column

Ctrl + ' - Insert value of above cell into current cell

Ctrl + Shift + ! - Format number in comma format

Ctrl + Shift + \$ - Format number in currency format

Ctrl + Shift + # - Format number in date format

Ctrl + Shift + % - Format number in percentage format

Ctrl + Shift + ^ - Format number in scientific format

Ctrl + Shift + @ - Format number in time format

Ctrl + g - Move to next section of text

Ctrl + Space - Select entire column

Shift + Space - Select entire row

## General Gmail Shortcuts keys

c: - Compose a new email

d: - Compose a new email in a separate tab

/: - Place the cursor in the search box

r: - Reply to the email

a: - Reply all

f: - Forward the email

e: - Archive the email

m: - Mute the conversation

l: - Label the conversation

v: - Move the conversation to a different folder

g then i: - Go to Inbox

g then s: - Go to Starred messages

g then d: - Go to Drafts

g then a: - Go to All mail

g then c: - Go to Contacts

g then k: - Go to Tasks

## File explorer shortcuts

Alt + D - Selects the address bar.

Ctrl + Shift + N - Creates a new folder.

F4 - Focuses on and opens the address bar drop-down menu.

F6 - Cycles through the elements in the File Explorer window.

Ctrl + N - Opens a new File Explorer window.

Ctrl + Shift + E - Expands all folders in the navigation pane.

Ctrl + Shift + Number (1-8) - Changes the view layout (e.g., details, tiles, content, etc.).

Alt + Enter - Opens the Properties dialog box for the selected item.

Alt + P - Shows or hides the Preview pane.

Alt + Shift + P - Shows or hides the Details pane.

Ctrl + Shift + Number (1-4) - Opens Quick Access (1), This PC (2), Network (3), or Libraries (4).

Ctrl + Shift + L - Toggles item checkboxes.

Shift + Right-click on an item - Opens the extended context menu (with additional options).

Alt + Up Arrow - Moves up one level in the directory hierarchy.



Shift + Delete - Permanently deletes the selected item without moving it to the Recycle Bin.

Ctrl + E or Ctrl + F - Focuses the search box.

F11 - Toggles full screen mode.

Ctrl + W - Closes the current File Explorer window.

Ctrl + L - Focuses on the address bar.

Ctrl + Mouse Scroll Wheel - Changes the view layout (e.g., list, details, large icons, etc.).

Ctrl + Shift + Arrow Keys - Selects multiple items in the specified direction.

Ctrl + Shift + Number (1-9) - Navigates through the navigation pane options.

Alt + Left Arrow - Goes back to the previous folder.

Alt + Right Arrow - Goes forward to the next folder.

Alt + Enter - Opens the properties window for the selected item.

## Communication Apps Shortcuts

Email (Outlook, Gmail):

New Email: Ctrl + N (Windows), Cmd + N (Mac)

Reply: Ctrl + R (Windows), Cmd + R (Mac)

Forward: Ctrl + F (Windows), Cmd + F (Mac)

Messaging (Slack, Teams, WhatsApp):

New Message: Ctrl + N (Windows), Cmd + N (Mac)

Search Messages: Ctrl + F (Windows), Cmd + F (Mac)

Mark as Read: Ctrl + Shift + E (Slack)

General Gmail Shortcuts

c - Compose a new email

d - Compose a new email in a separate tab

/ - Place the cursor in the search box

r - Reply to the email

a - Reply all

f - Forward the email

e - Archive the email

m - Mute the conversation

l - Label the conversation

v - Move the conversation to a different folder

Navigation Shortcuts

g then i - Go to Inbox

g then s - Go to Starred messages

g then d - Go to Drafts

g then a - Go to All mail

g then c - Go to Contacts

g then k - Go to Tasks

#### Conversation View Shortcuts

n - Move to the next message

p - Move to the previous message

o or Enter - Open the selected conversation

u - Return to the threadlist

#### Formatting Shortcuts

Ctrl + b - Bold

Ctrl + i - Italic

Ctrl + u - Underline

Ctrl + k - Insert a link

Ctrl + [ - Decrease indent

Ctrl + ] - Increase indent

#### Star and Snooze Shortcuts

s - Star or unstar a message

b - Snooze the email

#### Advanced Shortcuts (if enabled in settings)

Shift + i - Mark as read

Shift + u - Mark as unread

[ - Archive conversation and go to previous one

] - Archive conversation and go to the next one

# - Delete the conversation