



Microsoft Windows Shortcut Keys and Description

Shortcut Keys	Description
Win + R	Run
Win + E	My Computer
Win + D	Desktop
Win + F , (F3)	Search
Win + L	Log Off
Win + F1	Help
Win + PAUSE BREAK	System Properties
Alt + SPACE + R	Restore
Alt + SPACE + N	Minimize
Alt + SPACE + X	Maximize
Alt + SPACE + C	Close
Alt + SPACE + M	Move
Alt + SPACE + S	Size
Alt + F4	Close
Esc	Cancel
F5	Refresh
Shift + Delete	Delete without moving Recycle Bin
F2	Rename the selected item
Alt + Enter	Display properties for the selected item
Alt + F4	Exit the active program
Shift + F10	Display the right-click menu for the selected item

Microsoft Word Shortcut Keys and Description

Shortcut Keys	Description
CTRL + A	Select All
CTRL + B	Selected Text Bold
CTRL + C	Selected Text Copy
CTRL + D	Open Font Dialog box
CTRL + E	Center Alignment
CTRL + F	Find
CTRL + G	Go to
CTRL + H	Replace
CTRL + I	Selected Text Italic
CTRL + J	Justify Alignment
CTRL + K	Insert Hyperlink
CTRL + L	Left Alignment
CTRL + M	Left Indent the Hanging
CTRL + N	Blank New Document
CTRL + O	Open
CTRL + P	Print
CTRL + R	Right Alignment
CTRL + S	Save
CTRL + T	Paragraphs Hanging Indent
CTRL + U	Underline
CTRL + V	Paste
CTRL + W (Ctrl+F4)	Close The Window
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo

Keyboard Symbol			
+	Plus	"	Double Quote
-	Minus	&	Ampersand
*	Asterisk	#	Hash
/	Slash	\$	Dollar
\	Back slash	^	Caret
%	Percent	<	Lesser than
	Vertical bar	>	Greater than
~	Tilde	=	Equal to
?	Question mark	(	Open Parenthesis
!	Exclamation mark	)	Close Parenthesis
,	Comma	[	Open bracket
.	Full stop	]	Close bracket
;	Semicolon	{	Open Set bracket
:	Colon	}	Close Set bracket
'	Apostrophe	_	Underscore

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