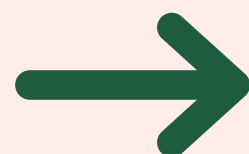


90+ ESSENTIAL COMPUTER SHORTCUT KEYS



S.N.	Basic Keyboard Shortcuts (Windows)
1	Ctrl + C – Copy
2	Ctrl + V – Paste
3	Ctrl + X – Cut
4	Ctrl + Z – Undo
5	Ctrl + Y – Redo
6	Ctrl + A – Select All
7	Ctrl + S – Save
8	Ctrl + O – Open
9	Ctrl + P – Print
10	Alt + F4 – Close active window
	File & Folder Shortcuts
11	Ctrl + N – New window
12	Ctrl + Shift + N – Create new folder
13	Alt + Enter – Properties
14	F2 – Rename selected file/folder
15	Delete – Move to Recycle Bin
16	Shift + Delete – Delete permanently
17	Ctrl + E – Search in File Explorer
18	Windows + E – Open File Explorer
19	Alt + Up Arrow – Go up a directory level



S.N.	Windows OS Shortcuts
20	Windows + D – Show Desktop
21	Windows + L – Lock your PC
22	Windows + M – Minimize all
23	Windows + R – Run dialog
24	Windows + I – Open Settings
25	Windows + U – Open Ease of Access
26	Windows + A – Action Center
27	Windows + Tab – Task View
28	Alt + Tab – Switch apps
29	Ctrl + Shift + Esc – Task Manager
	Browser Shortcut Keys (Chrome, Edge, Firefox)
30	Ctrl + T – New Tab
31	Ctrl + W – Close Tab
32	Ctrl + Shift + T – Reopen closed tab
33	Ctrl + Tab – Next Tab
34	Ctrl + Shift + Tab – Previous Tab
35	Ctrl + H – Open History
36	Ctrl + J – Downloads
37	Ctrl + L – Highlight address bar
38	Ctrl + D – Bookmark page
39	Ctrl + F – Find on page



S.N.	Text Editing Shortcuts
40	Ctrl + B – Bold
41	Ctrl + I – Italics
42	Ctrl + U – Underline
43	Ctrl + Shift + > – Increase font size
44	Ctrl + Shift + < – Decrease font size
45	Ctrl + Backspace – Delete entire word
46	Ctrl + Left/Right Arrow – Jump word by word
47	Ctrl + Home/End – Jump to start/end of document
	Microsoft Word Shortcuts
48	Ctrl + E – Center align
49	Ctrl + R – Right align
50	Ctrl + L – Left align
51	Ctrl + M – Indent paragraph
52	Ctrl + Shift + M – Remove indent
53	Ctrl + T – Hanging indent
54	Ctrl + Shift + C – Copy formatting
55	Ctrl + Shift + V – Paste formatting
56	Ctrl + 1/2/5 – Line spacing



S.N.	Microsoft Excel Shortcuts
57	Ctrl + Arrow Keys – Jump to edge of data
58	Ctrl + Space – Select column
59	Shift + Space – Select row
60	Ctrl + Shift + L – Toggle filter
61	Alt + = – AutoSum
62	Ctrl + "-" – Delete row/column
63	Ctrl + Shift + "+" – Insert row/column
64	Ctrl + T – Create table
65	F2 – Edit active cell
66	F4 – Repeat last action
	PowerPoint Shortcuts
67	F5 – Start slideshow
68	Shift + F5 – Start from current slide
69	Ctrl + M – New slide
70	Ctrl + D – Duplicate slide
71	Ctrl + G – Group objects
72	Ctrl + Shift + G – Ungroup
73	Alt + N, P – Insert picture
74	Alt + N, T – Insert text box



S.N	Gmail Shortcuts (Enable in Settings)
75	C – Compose
76	R – Reply
77	A – Reply all
78	F – Forward
79	E – Archive
80	Shift + U – Mark as unread
81	# – Delete
82	G + A – Go to All Mail
83	/ – Search
	System Tools & Accessibility
84	Windows + Plus/Minus – Zoom in/out
85	Windows + Shift + S – Screenshot
86	Windows + V – Clipboard history
87	Windows + P – Project screen
88	Windows + Ctrl + D – New virtual desktop
89	Windows + Ctrl + Left/Right – Switch desktops
90	Ctrl + Alt + Delete – Security screen
91	F11 – Full-screen mode
	Mac vs Windows Shortcuts
92	Command + C/V/X (Mac) = Ctrl + C/V/X (Windows)
93	Command + Q = Quit Application (Alt + F4 on Windows)
94	Command + Tab = Switch apps



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