

Using Your Keyboard | Tips & Tricks

Most Common Windows program key combinations

- **CTRL+C** = Copy
- **CTRL+X** = Cut
- **CTRL+V** = Paste
- **CTRL+Z** = Undo
- **CTRL+B** = Bold
- **CTRL+U** = Underline
- **CTRL+I** = Italic
- **Windows Logo** or **CTRL+ESC**: Opens the **Start** menu (use the ARROW keys to select an item)
- **Windows Logo+L**: Lock the computer (without using CTRL+ALT+DELETE)

General Windows system key combinations

- **F1**: Help
- **ALT or F10**: Activates bar options
- **ALT+TAB**: Switch to another running program (hold down the ALT key and then press the TAB key to view the task-switching window)
- **ALT+F4**: Closes and quits the current program
- **SHIFT+DELETE**: Delete item permanently
- **Windows Logo + TAB**: Displays all open apps
- **CTRL+SHIFT+ESC**: Opens Windows Task Manager
- **ALT+SPACE**: Displays the main window's **System** menu (from the **System** menu, you can restore, move, resize, minimize, maximize, or close the window)
- **SHIFT+F10** Opens a shortcut menu for the selected item (this is the same as right-clicking an object)

For more shortcuts go to: [Keyboard shortcuts in Windows](#)

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