

Basic Key Commands

ctrl + **Z** Undo your last action

alt + **tab** Switch between applications

alt + **print screen** Take a screenshot

ctrl + **alt** + **del** Open Windows Task Manager

ctrl + **W** Close a tab, window, or file

F5 Refresh current web page

F12 + **I** Open “save as”

alt + **F4** Close an open window

shift + **F10** Right-click a selected item

ctrl + **A** Select all

shift + **del** Select file, press to delete

ctrl + **C** Copy

ctrl + **V** Paste

ctrl + **X** Cut (delete and copy)

ctrl + **B** Bold text

ctrl + **I** Italic text

ctrl + **U** Underline text