# Windows Keyboard Shortcuts

	Open/Close Start Menu	Ctrl	Home	Go to top of page/document	Alt	F4	Exit the active program
<b>■</b> E	File Explorer	Ctrl	End	Go to bottom of page/ document	F5		Refresh Explorer browser
	Lock Computer	Ctrl	Z	Undo last action	F2		Rename selected item
<b>■</b> D	Swap between desktop & app	Ctrl	Y	Redo last action	F8		Boot into safe mode
<b>■</b> M	Minimize All Windows	Ctrl	S	Save document	F10		deactivate menu bar
# ↑↓	Maximize/ Minimize	F12	Z	Save as new file	F11		Full screen mode on/ off
<b>■</b> B	Activate Taskbar	Ctrl	N	Create new document/ window	Alt	Print Scrn	Screenshot active window
# +	Magnifier	Ctrl	Т	Create new tab	Print Scrn	The state of the s	Screenshot whole monitor
Alt	Menu Bar	Ctrl	0	Open existing file	Ctrl	Shift N	Create new folder
Ctrl C	Copy selected item	Ctrl	Р	Print current file	Ctrl	N	Open new window
Ctrl X	Cut(move) selected item	Ctrl	F	Select search box	Ctrl	Į↑	Position cursor at start of a word
Ctrl <b>V</b>	Paste item from clipboard	Ctrl	Alt V	Paste special/ options	Ctrl	<b>↑</b> ↓	Position cursor at start of a paragraph

## **Keyboard Shortcuts Reference Windows**

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