COMPUTER SHORTCUT KEYS LIST

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Computer Shortcut Keys List-Microsoft Windows

Check out the below table to know the shortcut List of keys used in Microsoft windows.

Shortcut Keys	Uses of shortcut keys
Ctrl + Plus Key	With the use of these keys, you can adjust the widths of all columns automatically, in Windows Explorer.
Alt + Enter	When you press these keys together it will open the properties tab for the icon or program you've chosen.
Alt + Print Screen	Allows you to take a screenshot of the current page.
Ctrl + Alt + Del	With the help of these keys, you can Reboot/Windows task manager
Ctrl + Esc	These keys allow you to activate the start menu
F4	Its purpose in Windows 95 to XP is to open the locate window.
F5	With the use of this key, you can refresh the contents of your windows system.
F3	With the use of F3, you can find anything from your system's desktop
Alt + Esc	With the help of these keys, you can switch between desktop applications on the taskbar

F2	The F2 key allows you to rename the selected icon
Alt + Shift + Tab	It allows you to switch back between ongoing applications
Alt + Tab	On a computer, it lets you move between open programs.
Shift + Delete	When you press the Shift and Delete keys together, your program or files will be deleted permanently.
Alt + F4	It is used to close the ongoing program
Ctrl + F4	It's used to swiftly close a document or a file that's currently open.

Basic Computer Shortcut Keys A to Z List

Check out the below table to know the basic keys used in computers.

Shortcut Keys	Uses of shortcut keys
Ctrl + (Right arrow)	Move one item at a time to the right.
Shift + Home	Highlights from the current position to the beginning of the line
Alt + F	Open file menu choices in the current program
End	This command returns the user to the end of the current line.
Ctrl + Ins	Used to copy the selected item
Ctrl + V	Used to paste the selected item
Ctrl + X	Used to cut the selected item
Ctrl + Home	This command is used to go to the start of the document
Ctrl + Del	Used to cut the selected item
Ctrl + C	Used to copy the selected item
Ctrl + A	Used to select all text
Shift + Ins	Used to paste the selected item
F1	Universal help
Ctrl + (Left arrow)	Move one item at a time to the left.

Home	This command returns the user to the beginning of the current line.
Alt + E	Open edit menu choices in the current program
Shift + End	Highlights from the current position to the end of the line
Ctrl + End	To get to the end of a document, start at the beginning and work your way to the finish.

Computer Shortcut Keys A to Z List- Ms Excel

Check out the below table to know the shortcut keys used in MS-Excel of MS Office suite.

Shortcut keys	Uses of shortcut keys
Alt + Shift + F1	When you wanna insert new worksheet use these keys together
Shift + F3	With the help of these keys, you can open the MS-Excel formula window
Shift + F5	When you press these keys together it will open the search box
F11	The F11 key is used to create a chart in MS-Excel
Ctrl + Shift +;	With the help of these keys, you can enter the current time
Ctrl +;	Use these keys together to enter the current date
Ctrl + K	When you want to Insert a link, you can use these keys together
Ctrl + F	These keys are used to open find and replace options in MS-Excel
Ctrl + G	Use these keys together to open go-to options
Ctrl + B	When you press these keys together it will bold highlighted selection.
F2	When you want to edit the selected cell using this key
F5	With the help of this key, you can go to a specific cell
F7	With the help of this key, you can check the spell of selected text
Ctrl + I	These commands are used to Italicize highlighted selection.
Ctrl + Space	Use these keys together to select the entire column
Shift + Space	Use these keys together to select the entire row
Ctrl + W	Use these keys together to close the document
Ctrl + H	Use these keys to open find and replace options
Ctrl + U	With help of these keys, you can underline highlighted text.
Ctrl + Y	With help of these keys, you can underline highlighted text.
Ctrl + Z	With the help of these keys, you can undo the last deleted action
Ctrl + F9	Use these keys to minimize a current window in MS-Excel
Ctrl + F10	Use these keys to maximize the currently selected window in MS-Excel
Ctrl + Tab	With the help of these keys, you can move between two or more open MS-Excel files
Alt + =	With the help of these keys, you can initiate the formula to add all of the above cells

Ctrl +	With the use of these keys together you can insert the value in the current cell from the above cell.
Ctrl + (Right arrow)	With the help of these keys, you can jump on to the next section of text
Ctrl + O	Use these keys to open options in MS-Excel
Ctrl + N	Use these keys together to open the document in MS-Excel
Ctrl + P	Use these keys together to open the print dialog box in MS-Excel

All Computer Shortcut Keys A to Z List-MS Word

Check out the below table to know the shortcut keys used in MS-Word of MS Office suite.

Shortcut keys	Uses of shortcut keys
Ctrl + X	Use these keys together when you want to cut the selected text.
Ctrl + I	These commands are used to Italicize highlighted selection.
Ctrl + K	When you want to Insert a link, you can use these keys together
Ctrl + N	With the help of these keys, you can open a new document.
Ctrl + O	Uses these keys when you want to open existing files in ms word.
Ctrl + P	These keys are used to open the print window.
Ctrl + F	With the help of these keys, you can open the find box.
Ctrl + G	With the help of these keys, you can find and replace text.
Ctrl + J	These keys are used to justify the alignment of the paragraph
Ctrl + U	With help of these keys, you can underline highlighted text.
Ctrl + V	With the help of these commands, you can paste copied content.
Ctrl + [	With the help of these keys, you can decrease the selected font by 1
Ctrl + Shift + *	With the help of these keys, you can view or hide nonprinting characters
Ctrl + D	When you want to open font options use these keys together.
Ctrl + Shift + F	With the use of these keys, you can change the font
Ctrl + Shift +	With the help of these keys, you can Increase the selected font by 1
>Ctrl +]	With the help of these keys, you can Increase the selected font by 1
Ctrl + B	When you press these keys together it will bold highlighted selection.
Ctrl + C	When you press Ctrl and C together your selected text will be copied, hence it's used to copy selected text
Ctrl + (Left arrow)	Use these keys together when you want to move one word to the left
Ctrl + (Right arrow)	Use these keys together when you want to move one word to the right
Ctrl + Del	These keys are used to delete the whole word which is available right to your cursor.

Ctrl + Backspace	These keys are used to delete the whole word which is available left to your cursor.
Ctrl + End	With the help of these keys, you can move the cursor to the end of the document
Ctrl + Home	With the help of these keys, you can move the cursor to the start of the document
Ctrl + Space	When you use these keys together it will Reset highlighted text to the default font
Ctrl + (Up arrow)	Use these keys together when you want to move to the start of the line
Ctrl + (Down arrow)	Use these keys together when you want to move to the end of the line
Alt + Shift + D	With the help of these keys, you can Insert the current date
Alt + Shift + T	With the help of these keys, you can insert the current time
Ctrl + 5	Use these keys together when you want to give 1.5 line spacing
Shift + Insert	Use these keys when you want to paste copied content.
F7	Use these keys when you want to check the spell of selected text.
F12	It will open save as a command
Ctrl + S	Use these keys together to save your program file
Shift + F12	Use these keys together to save your program file
Ctrl + W	Use these keys to close the document
Ctrl + 1	Use these keys together when you want to give single-space in your lines
Ctrl + 2	Use these keys together when you want to give double-space in your lines

Computer Shortcut Keys A to Z List Chart- Powerpoint

Check out the below table to know the shortcut keys used in MS-Powerpoint of MS Office suite.

Shortcuts Keys	Uses of Shortcut Keys
Ctrl+Shift+<	These commands are used to reduce the font size of the selected text by one size.
CTRL + G	With the help of these keys, you can group things together
Ctrl+M	With the help of these keys, you can create a new slide just after your chosen slide.
CTRL + D	Uses these keys together when you want to create a duplicate of your current slide.
Esc	Use Esc when you want to exit the ongoing slide show and it will redirect you to the earlier live view.
Ctrl+K	When you want to enter a hyperlink use these keys together.
Ctrl+Shift+>	These commands are used to maximize the font size of the selected text by one size.

F5	With the help of F5, you can start the presentation from the initial slide.
Ctrl+N	These commands are used in a different Powerpoint software window, create a new, blank slide.