

## Keyboard Command Quick Reference Guide

|                  |   |        |   |   |
|------------------|---|--------|---|---|
| Alt              | + | Esc    | = | Move active window to the back                            |
| Alt              | + | F4     | = | Quits and closes an application                           |
| Alt              | + | Tab    | = | Switch between running applications                       |
|                  |   |        |   |   |
| Ctrl             | + | A      | = | Select all items in current window                        |
| Ctrl             | + | B      | = | Bold  |
| Ctrl             | + | C      | = | Copy  |
| Ctrl             | + | I      | = | Italic  |
| Ctrl             | + | N      | = | New   |
| Ctrl             | + | O      | = | Open  |
| Ctrl             | + | P      | = | Print   |
| Ctrl             | + | S      | = | Save  |
| Ctrl             | + | U      | = | Underline   |
| Ctrl             | + | V      | = | Paste   |
| Ctrl             | + | X      | = | Cut   |
| Ctrl             | + | Z      | = | Undo  |
| Ctrl             | + | End    | = | Moves to end of document                                  |
| Ctrl             | + | Home   | = | Moves to top of document                                  |
| Ctrl             | + | Shift  | = | Creates shortcut when pressing these keys while dragging. |
|                  |   |        |   |   |
| Shift            | + | Delete | = | Deletes permanently without placing in Recycle Bin        |
|                  |   |        |   |   |
| Windows logo key |   |        | = | Open Start Menu   |
| Windows logo key | + | E      | = | Windows Explorer  |
| Windows logo key | + | F      | = | Find files or folders                                     |
| Windows logo key | + | F1     | = | Help with Windows Operating System                        |
| Windows logo key | + | R      | = | Display Run dialog box                                    |
| Windows logo key | + | M      | = | Minimize all windows                                      |
| Windows logo key | + | U      | = | Open Utility Manager                                      |
| Windows logo key | + | Break  | = | System Properties   |
| Windows logo key | + | Tab    | = | Cycle through Taskbar buttons                             |
|                  |   |        |   |   |
| F1               |   |        | = | Help with current application                             |
| F5               |   |        | = | Refresh current window                                    |

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