Basic PC shortcut KEYS

Below is a list of some of the most commonly used basic shortcut keys that work with almost all IBM compatible computers and software programs. It is highly recommended that all users keep a good reference of these shortcut keys or try to memorize them. Doing so will dramatically increase your productivity.

This is a list of the standard functions assigned to each of the function keys in Microsoft Windows.

F1: Opens the help page of the working program.

F2: Renames a highlighted icon or file. Alt + Ctrl + F2 and Ctrl + F2 give some more functions.

F3: Search feature for many programs including web browsers.

F4: Repeats last action performed while typing in Microsoft Word. Alt + F4 key closes all active windows. Ctrl + F4 closes the front most window.

F5: Refreshes (updates) pages in web browsers and other applications.

F6: Moves cursor to writing web address at the address bar.

F7: Normally opens a "spell checker" in MS Word® but this key can be reassigned, depending on configurations and software.

F8: It can perform several functions, and does not have an assigned Windows default. However, when starting Windows 2000 or Windows XP, holding the F8 key will boot in Safe Mode.

F9: Opens the Measurements toolbar in Quark 5.0.

F10: Activates the menu bar in many programs. Shift + F10 + mouse can be used for an external function.

F11: Sets to full screen on most of the programs.

F12: In Microsoft Word, this key can be used for saving documents, and also opens up developer tools window in most of the browsers, and, on most of the newer computers that allow PXE Boot, this button allows users to boot from the network.

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
Alt + Tab	Switch between open programs
Ctrl + N	Create a new, blank document in some software programs

Ctrl + O	Open a file in current software program
Ctrl + A	Select all text.
Ctrl + B	Change selected text to be Bold
Ctrl + I	Change selected text to be in Italics
Ctrl + U	Change selected text to be Underlined
Ctrl + F	Open find window for current document or window.
Ctrl + S	Save current document file.
Ctrl + X	Cut selected item.
Shift + Del	Cut selected item.
Ctrl + C	Copy selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Ctrl + K	Insert hyperlink for selected text
Ctrl + P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.
Ctrl + Esc	Opens the START menu
Ctrl + Shift + Esc	Opens Windows Task Manager
Alt + F4	Close the currently active program
Alt + Enter	Open the Properties for the selected item (file, folder, shortcut, etc.)

Sources: https://en.wikipedia.org/wiki/Function_key
http://www.computerhope.com/shortcut.htm