

# Easy Shortcuts for Microsoft Windows

- **Alt+Tab** Switch between open programs (windows).
- **Alt+Shift+Tab** Switch backwards between open programs (windows).
- **Alt+Esc** Switch between taskbar applications.
- **Alt+F4** Closes currently open program (window).
- **Alt+F6** Switch between multiple windows in the same program.
- **Alt+Space** Open the Close window.
- **Ctrl+Alt+Delete** Open **Login** window.
- **Ctrl+Shift+Esc** Open **Task Manager**.
- **Ctrl+Esc** Open **Start** menu.
- **Ctrl+F4** Close window in program.
- **Ctrl+A** Select All items.
- **Ctrl+C** Copy highlighted material.
- **Ctrl+X** Cut highlighted material.
- **Ctrl+V** Paste cut or copied material.
- **Ctrl+Z** Undo last action.
- **Ctrl+B** Turn Bold on/off.
- **Ctrl+U** Turn Underline on/off.
- **Ctrl+I** Turn Italics on/off.
- **Shift+Delete** Delete item permanently.
- **F1** Open Help menu.
- **F2** Rename a given icon (file).
- **F3** Start **Find** (search) from Desktop.
- **F5** Refresh the current window.
- **F6** Switch between panes in Windows Explorer.
- **F10** Activates menu bar options.