IGNITING Business

Windows Shortcuts

Name	Command	Description
Copy	Ctrl + C	Copy content or files
Cut	Ctrl + X	Cut content or files
Paste	Ctrl + V	Paste content or files
Select All	Ctrl + A	Select all the items in the current window
Undo	Ctrl + Z	Undo last action; can press multiple steps for multiple undo's
Bold	Ctrl + B	Bolds selected text or activates bolding for next text
Underline	Ctrl + U	Underlines selected text or activates underlining for next text
Italic	Ctrl + I	Italicizes selected text or activates italics for next text
Select multiple items	Hold **Ctrl** while clicking desired items	Select multiple items for movement or other action
Select a range	Hold **Shift** and click for the beginning and end of your range	Select all items between a range for movement or other action
Force down one line	Word: Hold **Shift + Enter** Excel: Hold **Alt + Enter**	Enters down a single line as opposed to starting a new paragraph or new bullet item
Find	Ctrl + F	Opens find option to search documents or website
Refresh	Ctrl + R	Refreshes current window
Save Document	Ctrl + S	Saves current document
New Document or Window	Ctrl + N	Creates a new document or a new window
New Tab in Browser	Ctrl + T	Opens a new tab in browser
Open File Explorer	Hold **Windows Key + E**	Opens file explorer
Switch between open programs	**Alt + Tab** to see icons of open windows, **Press Tab** until desired icon selected	Switch between programs using the keyboard
Open Windows Task Manager	Ctrl + Shift + Escape	Opens windows task manager for programs, processes and resource management
Toggle between start menu and desktop	Press **Windows Key**	Moves between start menu and desktop

Name	Command
Make window full screen	Click-and-Drag window to the top of your screen until a clear box appears, then release the mouse button
Make window half screen	Click-and-Drag window to the left or right of your screen workspace until a half box appears, then release the mouse button
Make window full height	Click and drag vertical resizing option to top of the screen and release