

# PC Shortcuts

## General Keyboard Shortcuts

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### Using Keyboard Shortcuts

Keyboard shortcuts are useful for computer users who want to improve efficiency and lower the risk of repetitive stress injuries by minimizing the need to use the mouse. (They are also known as Keyboard Commands, Hot Keys, Quick Keys, or Shortcut Keys.) Bear in mind that while some functions must be performed by using the mouse, this may be optional with others. Experiment with various methods and find those that suit you and your work style best.

Generally, use **two hands** when using shortcuts. Remember, the <Alt> and <Ctrl> keys are on both sides of the keyboard so you don't have to reach across your body to press them.

**Hint:** Most applications will list the keyboard shortcuts in the various menus. Microsoft and some other software companies have comprehensive listings of the keyboard shortcuts available for specific applications. Go to the Help menu and look up the topic **Keyboard Shortcuts**, **Keyboard Commands** or a related subject.

### Commands from the File Menu

New	CTRL + N
Open	CTRL + O
Save	CTRL + S
Print	CTRL + P
Exit	ALT + F4

### Commands from the Edit Menu

Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Find	CTRL + F
Undo	CTRL + Z

### Windows Commands

Help	F1
Activate the Start button	WINDOWS KEY
Close a window program	CTRL + F4
Minimize all windows	WINDOWS KEY + M
Switch between windows	ALT + TAB
Find a file	WINDOWS KEY + F
Activate the Menu Bar	ALT

### The Menu Bar Made Easy

After activating the menu bar, use the arrow keys to move through the menus. To use a command, move to it using the arrow keys and press ENTER. You can also press the underlined letter in the menu/command name. For example, press ALT, then "F" for the File menu.