


THE BASICS

Keyboard Shortcuts

When using keyboard shortcuts, be sure to hold down the first key in the sequence while pressing subsequent keys.

Command	Description
F2	Edit selected item (e.g. edit file name in Windows Explorer)
ctrl + z	Undo last action
ctrl + y	Redo last action
alt + tab	Navigate to last open window/program. Hold alt to bring up all open windows on screen and cycle through them using tab.
 + tab	Navigate among open windows/programs using arrow keys. Also provides options to open recent documents and create additional desktops.
ctrl + c	Copies selection
ctrl + x	Cuts selection
ctrl + v	Pastes cut or copied selection
tab	Moves cursor to next available field or option
shift + tab	Moves cursor to previous available field or option
esc	Aborts current action
ctrl + s	Saves current file in most programs
ctrl + a	Selects all in most programs
ctrl + p	Prints in most programs