

15 Essential Tips*

Keyboard Shortcuts

Essential Shortcuts for Microsoft Office (all versions), Microsoft Windows, File Explorer and many other programs you work with every day.

So handy, these are worth memorizing!



File Management Shortcuts	
New Document	Ctrl + N
Open File	Ctrl + O
Save	Ctrl + S
Save As	F12 (Microsoft Office)
Print	Ctrl + P
Close Document/Window	Ctrl + F4 or Ctrl + W
Close Program (Exit)	Alt + F4
Editing Shortcuts	
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Repeat Editing Action (Redo)	Ctrl + Y (Microsoft Office)
Find	Ctrl + F
Other Shortcuts	
Help	F1
Open and close Start Menu	Windows Logo Key ()
Minimize Windows and Show Desktop (repeat to restore)	Windows Logo Key () + D
Open File Explorer	Windows Logo Key () + E

* I couldn't resist—there are actually 18 keyboard shortcuts; I added 3 more shortcuts for Windows.