

Key Shortcuts

Press This Key

To Do This

Ctrl+A

Select all items in a document or window

Ctrl+C

Copy the selected item

Ctrl+X

Cut the selected item

Ctrl+V

Paste the selected item

Ctrl+Z

Undo an action

Ctrl+Y

Redo an action

Windows Key  + E

Open Windows Explorer (folders & files)

Windows Key  + D

Minimize all windows and display Desktop

Windows Key  + R

Display the "Run" command

Windows Key  + L

Lock the computer

Windows Key  + R, "CMD", Enter

Opens a Windows Shell

Screenshot

Press "Print Screen" key, which takes a screenshot and saves it to your clipboard. You can then open a program (Word, Photo Editor) and paste the screenshot.