

# *MICROSOFT WINDOWS SHORTCUT KEYS*

- (1) Open drive menu (Win +E)
- (2) Start menu (Win key)
- (3) Rename the item or folder (F2)
- (4) Create new folder (Ctrl + Shift + N)
- (5) Refresh the computer (F5)
- (6) Delete icon or folder from window (Delete key)
- (7) Delete icon or folder from computer (Shift + Delete)
- (8) Copy the item or folder (Ctrl + C)
- (9) Past the item or folder (Ctrl + V)
- (10) Cut the item or folder (Ctrl + X)
- (11) Undo the item or folder (Ctrl + Z)
- (12) Redo the item or folder (Ctrl +Y)
- (13) Go to Back (Ctrl + left arrow key)
- (14) Forward (Ctrl + Right arrow key)
- (15) Change the view (Ctrl + Shift + V)
- (16) Switch the window (Alt + Tab)
- (17) Lock the window (Win + L)
- (18) Close the ear rent windows (Alt +F4)
- (19) Open the Run (Win + R)
- (20) Select all items or folders (Ctrl + A)
- (21) Display help (F1)
- (22) Open Task manager (Ctrl + Alt + Delete)

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