



Helpful Windows Keyboard Shortcuts

- Windows key + L - Locks the desktop without shutting down running programs the way logging out does
- Control + Shift + T - Used in a web browser to open the most recently closed tabs as long as the browser window has not been completely closed
- Backspace - Used in a web browser opens the previous page (the same as the back button but sometimes more convenient)
- Control + Alt + Print Screen - Takes a screenshot of only the active window rather than the entire desktop, helpful for documentation and troubleshooting
- Control + S - Saves the active window, used to save changes to files, documents, images and more
- Control + A - Selects everything in an active window, used to copy and paste, apply formatting and more in bulk
- Control + C - Copies the selection
- Control + V - Pastes the selection
- Control + Z - Used to undo the last action, can be used to remove formatting, replace something that was deleted or moved, and more
- Control + Y - Used to redo the last thing removed including formatting and data
- Control + P - Opens the printer menu to print documents, helpful in applications where menus are hidden or the print button is not visible
- Shift + Tab - Moves the cursor to the previous input box, helpful when filling out forms and in Excel
- Control + F - Opens the find window, used to locate words or phrases in a webpage or document, find and replace can also be accessed from here
- Shift + Mouse key - Click a single item, press and hold Shift then click the last item to select all items between - works well when selecting all items in a contiguous list
- Control + Mouse key - Click a single item, press and hold Control then select each additional item desired to select non-contiguous items in a list
- Windows key + D - Minimizes all open windows to show the desktop
- Control + mouse wheel scrolling - Scroll up to increase the zoom size or scroll down to decrease the zoom size, helpful when a document or webpage is too small to read or too large to fit the screen size
- Control + Shift + B - Used in a web browser to toggle the bookmarks bar on and off

Suggestions? Contact us at 855-439-6642 or support@eyonic.com

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