## **Basic Windows**

 Keys
 Action

 Ctrl + C
 Copy

 Ctrl + V
 Paste

 Ctrl + X
 Cut

Win + Arrow Align a window according to direction of key pressed

Win + E Opens a file explorer window
Win + I Opens Windows Settings
Win + R Opens Run window

Win + K Opens up Connection Panel
Win + P Opens Projection Settings
Win + . Opens Emoji Menu

Win + A Opens Notification Area
Ctrl + Shift + Escape Opens up Task Manager

Ctrl + Alt + Del Pulls up the Ctrl Alt Del menu. This one is pretty self-explainatory.

Win + D Display or hide desktop

Win + L Lock computer
Win + M Minimize Windows

Win + Shift + M Restore Minimized Windows

Win + X Opens quick link window (Right click start menu)

Alt + Tab Show summary of open windows. Hit Tab to select through list

Win + Tab Opens Task view

Ctrl + Shift + N Create a new folder in selected directory

## Text Editing (Works in 99% of applications)

 Ctrl + C
 Copy

 Ctrl + V
 Paste

 Ctrl + X
 Cut

Shift + Arrow Key Select text by character Shift + Ctrl + Arrow Key Select whole words

## Chrome

Ctrl + N Open a new window

Ctrl + Shift + N Open a new incognito window

Ctrl + TOpen a new tabCtrl + Shift + TOpen a closed tabCtrl + WClose current tabCtrl + Shift + WClose current WindowCtrl + DBookmark current page