

# Copy, Paste, and Other General Keyboard Shortcuts

Press this key	To do this
Ctrl + X	Cut the selected item.
Ctrl + C (or Ctrl + Insert)	Copy the selected item.
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + Z	Undo an action.
Alt + Tab	Switch between open apps.
Alt + F4	Close the active item, or exit the active app.
Windows logo key + L	Lock your PC.
Windows logo key + D	Display and hide the desktop.
F2	Rename the selected item.
F3	Search for a file or folder in File Explorer.
F4	Display the address bar list in File Explorer.
Alt + Left arrow	Go back.
Alt + Right arrow	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page Down	Move down one screen.
Ctrl + A	Select all items in a document or window.
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin.
Ctrl + R (or F5)	Refresh the active window.
Ctrl + Y	Redo an action.
Ctrl + Right arrow	Move the cursor to the beginning of the next word.
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop.
Ctrl + Shift with an arrow key	Select a block of text.
Ctrl + Esc	Open Start.
Ctrl + Shift + Esc	Open Task Manager.
Shift with any arrow key	Select more than one item in a window or on the desktop or select text in a document.
Esc	Stop or leave the current task.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard.