

WINDOWS KEYBOARD CHEAT SHEET

Keyboard knowledge limited to cutting and pasting?
Use these shortcuts to boost your skills and save time!

CTRL + C	Copy	
CTRL + X	Cut	You can paste the cut item multiple times
CTRL + V	Paste	
CTRL + S	Save	
F12	Save As...	Allows you to save the doc under a different file name
CTRL + P	Print	
CTRL + N	New	
CTRL + Z	Undo	Keep pressing to undo/redo your actions sequentially
CTRL + Y	Redo	
CTRL + A	Select All	
SHIFT + F3	Change Letter Case	To switch between upper, lower and first letter casing
SHIFT + ARROW	Selects from cursor in direction of arrow	
ALT + TAB	Tab between open windows	Alt + Shift + Tab cycles back through windows
WIN + TAB	Graphical tab between windows	Only available in Windows Aero mode
WIN + ARROW	Snap left, right, up or minimise	Allows you to "snap" open windows for easy reading
WIN + D	Show desktop	

