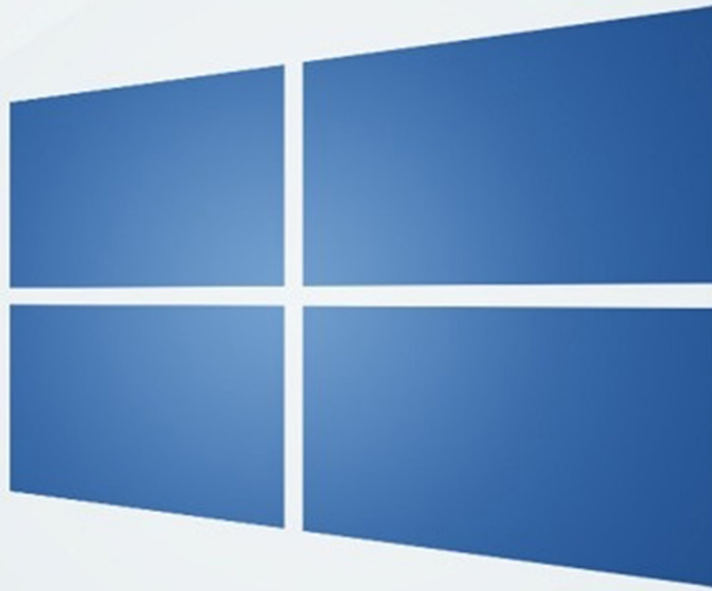


# THE ULTIMATE



# Windows 8.1

## KEYBOARD SHORTCUTS

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# Windows 8.1 Keyboard Shortcuts

Windows logo key +start  
typing

Search your PC

Ctrl+plus (+) or Ctrl+minus (-)

Zoom in or out of a large number of items, like apps pinned to the Start screen

Ctrl+scroll wheel

Zoom in or out of a large number of items, like apps pinned to the Start screen

Windows logo key +C

Open the charms

In an app, open the commands for the app

Windows logo key +F

Open the Search charm to search files

Windows logo key +H

Open the Share charm

Windows logo key +I


Open the Settings charm

Windows logo key +K

Open the Devices charm

Windows logo key +O

Lock the screen orientation (portrait or landscape)

Windows logo key +Q


Open the Search charm to search everywhere or within an open app (if the app supports app search)

Windows logo key +S

Open the Search charm to search Windows and the web

Windows logo key +W


Open the Search charm to search settings

Windows logo key +spacebar





Switch input language and keyboard layout

Windows logo key   
+Ctrl+spacebar

Change to a previously selected input

Windows logo key +Tab

Cycle through recently used apps (except desktop apps)

Windows logo key  +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
Windows logo key  +Shift+period (.)	Snaps an app to the left
Windows logo key  +period (.)	Cycle through open apps

Esc Stop or exit the current task

### General keyboard shortcuts





F1	Display Help
F2	Rename the selected item
F3	Search for a file or folder
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt+F4	Close the active item, or exit the active app
Alt+Esc	Cycle through items in the order in which they were opened
Alt+ <b>underlined letter</b>	Perform the command for that letter
Alt+Enter	Display properties for the selected item
Alt+Spacebar	Open the shortcut menu for the active window
Alt+Left arrow	Back
Alt+Right arrow	Forward
Alt+Page Up	Move up one screen
Alt+Page Down	Move down one screen
Alt+Tab	Switch between open apps (except desktop apps)
Ctrl+F4	Close the active document (in apps that allow you to have multiple documents open simultaneously)
Ctrl+A	Select all items in a document or window

Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl+R (or F5)	Refresh the active window
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+X	Cut the selected item
Ctrl+Y	Redo an action
Ctrl+Z	Undo an action
Ctrl+plus (+) or Ctrl+minus (-)	Zoom in or out of a large number of items, like apps pinned to the Start screen
Ctrl+ mouse scroll wheel	Change the size of desktop icons or zoom in or out of a large number of items, like apps pinned to the Start screen
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+Alt+Tab	Use the arrow keys to switch between all open apps
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 the Start screen
Ctrl+Shift+Esc	Open Task Manager
Ctrl+Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl+Spacebar	Turn the Chinese input method editor (IME) on or off
Shift+F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task

## Windows logo key keyboard shortcuts

Windows logo key  +F1	Open Windows Help and Support
Windows logo key 	Display or hide the Start screen
Windows logo key  +B	Set focus in the notification area
Windows logo key  +C	Open the Charms
Windows logo key  +D	Display and hide the desktop
Windows logo key  +E	Open File Explorer
Windows logo key  +F	Open the Search charm and search for files
Windows logo key  +H	Open the Share charm
Windows logo key  +I	Open the Settings charm
Windows logo key  +K	Open the Devices charm
Windows logo key  +L	Lock your PC or switch people
Windows logo key  +M	Minimize all windows
Windows logo key  +O	Lock device orientation
Windows logo key  +P	Choose a presentation display mode
Windows logo key  +Q	Open the Search charm to search everywhere or within the open app (if the app supports app search)
Windows logo key  +R	Open the <b>Run</b> dialog box
Windows logo key  +S	Open the Search charm to search Windows and the web
Windows logo key  +T	Cycle through apps on the taskbar
Windows logo key  +U	Open Ease of Access Center
Windows logo key  +V	Cycle through notifications
Windows logo key  +Shift+V	Cycle through notifications in reverse order
Windows logo key  +W	Open the Search charm and search for settings
Windows logo key  +X	Open the <b>Quick Link</b> menu
Windows logo key  ,	Temporarily peek at the desktop
Windows logo key  +Pause	Display the <b>System Properties</b> dialog box
Windows logo key  +Ctrl+F	Search for PCs (if you're on a network)

Windows logo key  +Shift+M	Restore minimized windows on the desktop
Windows logo key  +number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key  +Shift+number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Windows logo key  +Ctrl+number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Windows logo key  +Alt+number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows logo key  +Ctrl+Shift+number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
Windows logo key  +Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Ctrl+Tab	Cycle through recently used apps (except desktop apps)
Windows logo key  +Shift+Tab	Cycle through recently used apps (except desktop apps) in reverse order
Windows logo key  +Ctrl+B	Switch to the app that displayed a message in the notification area
Windows logo key  +Up arrow	Maximize the window
Windows logo key  +Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key  +Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key  +Right arrow	Maximize the app or desktop window to the right side of the screen
Windows logo key  +Home	Minimize all but the active desktop window (restores all windows on second stroke)
Windows logo key  +Shift+Up arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key  +Shift+Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key  +Shift+Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key  +Spacebar	Switch input language and keyboard layout
Windows logo key  +Ctrl+Spacebar	Change to a previously selected input
Windows logo key  +Enter	Open Narrator
Windows logo key  +Shift+period (.)	Cycle through open apps
Windows logo key  +period (.)	Cycle through open apps

Windows logo key  + /	Initiate IME reversion
Windows logo key  +Alt+Enter	Open WindowsMedia Center
Windows logo key  +plus (+) or minus (-)	Zoom in or out using Magnifier
Windows logo key  +Esc	Exit Magnifier

### Dialog box keyboard shortcuts

F1	Display Help
F4	Display the items in the active list
Ctrl+Tab	Move forward through tabs
Ctrl+Shift+Tab	Move back through tabs
Ctrl+ <b>number</b> (number 1-9)	Move to <b>n</b> th tab
Tab	Move forward through options
Shift+Tab	Move back through options
Alt+ <b>underlined letter</b>	Perform the command (or select the option) that goes with that letter
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the <b>Save As</b> or <b>Open</b> dialog box
Arrow keys	Select a button if the active option is a group of option buttons

### File Explorer keyboard shortcuts

Alt+D	Select the address bar
Ctrl+E	Select the search box
Ctrl+F	Select the search box
Ctrl+N	Open a new window
Ctrl+W	Close the current window
Ctrl+mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl+Shift+E	Display all folders above the selected folder
Ctrl+Shift+N	Create a new folder

Num Lock+asterisk (*)	Display all subfolders under the selected folder
Num Lock+plus (+)	Display the contents of the selected folder
Num Lock+minus (-)	Collapse the selected folder
Alt+P	Display the preview pane
Alt+Enter	Open the <b>Properties</b> dialog box for the selected item
Alt+Right arrow	View the next folder
Alt+Up arrow	View the folder that the folder was in
Alt+Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window

### Taskbar keyboard shortcuts

Shift+click a taskbar button	Open an app or quickly open another instance of an app
Ctrl+Shift+click a taskbar button	Open an app as an administrator
Shift+right-click a taskbar button	Show the window menu for the app
Shift+right-click a grouped taskbar button	Show the window menu for the group
Ctrl+click a grouped taskbar button	Cycle through the windows of the group

### Ease of Access keyboard shortcuts



Right Shift for eight seconds	Turn Filter Keys on and off
Left Alt+left Shift+Print Screen	Turn High Contrast on or off
Left Alt+left Shift+Num Lock	Turn Mouse Keys on or off
Shift five times	Turn Sticky Keys on or off
Num Lock for five seconds	Turn Toggle Keys on or off



Windows logo key +U

Open the Ease of Access Center

### Magnifier keyboard shortcuts

Windows logo key  +plus (+) or minus (-)	Zoom in or out
Ctrl+Alt+Spacebar	Preview the desktop in full-screen mode
Ctrl+Alt+D	Switch to docked mode
Ctrl+Alt+F	Switch to full-screen mode
Ctrl+Alt+I	Invert colors
Ctrl+Alt+L	Switch to lens mode
Ctrl+Alt+R	Resize the lens
Ctrl+Alt+arrow keys	Pan in the direction of the arrow keys
Windows logo key  +Esc	Exit Magnifier

### Narrator keyboard shortcuts

Spacebar or Enter	Activate current item
Tab and arrow keys	Move around on the screen
Ctrl	Stop reading
Caps Lock+D	Read item
Caps Lock+M	Start reading
Caps Lock+H	Read document
Caps Lock+V	Repeat phrase
Caps Lock+W	Read window
Caps Lock+Page Up or Page Down	Increase or decrease the volume of the voice
Caps Lock+plus (+) or minus (-)	Increase or decrease the speed of the voice
Caps Lock+Spacebar	Do default action
Caps Lock+Left or Right arrows	Move to previous/next item
Caps Lock+F2	Show commands for current item
Press Caps Lock twice in quick succession	Turn Caps Lock on or off

Caps+Esc

Exit Narrator

### Narrator touch keyboard shortcuts

Tap once with two fingers	Stop Narrator from reading
Tap three times with four fingers	Show all Narrator commands (including the ones not in this list)
Double-tap	Activate primary action
Triple-tap	Activate secondary action
Touch or drag a single finger	Read what's under your fingers
Flick left/right with one finger	Move to next or previous item
Swipe left/right/up/down with two fingers	Scroll
Swipe down with three fingers	Start reading on explorable text







### Remote Desktop Connection on the desktop keyboard shortcuts

Alt+Page Up	Move between apps from left to right
Alt+Page Down	Move between apps from right to left
Alt+Insert	Cycle through apps in the order that they were started
Alt+Home	Display the Start screen
Ctrl+Alt+Break	Switch between a window and full screen
Ctrl+Alt+End	Display the <b>Windows Security</b> dialog box
Ctrl+Alt+Home	In full-screen mode, activate the connection bar
Alt+Delete	Display the system menu
Ctrl+Alt+minus (-) on the numeric keypad	Place a copy of the active window, within the client, on the Terminal server clipboard (provides the same functionality as pressing Alt+Print Screen on a local PC)
Ctrl+Alt+plus (+) on the numeric keypad	Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC)
Ctrl+Alt+Right arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.
Ctrl+Alt+Left arrow	“Tab” out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app.

## Windows Help viewer keyboard shortcuts

F3	Move the cursor to the search box
F10	Display the Options menu
Home	Move to the beginning of a topic
End	Move to the end of a topic
Alt+Left arrow	Move back to the previously viewed topic
Alt+Right arrow	Move forward to the next (previously viewed) topic
Alt+Home	Display the Help and Support home page
Alt+A	Display the customer support page
Alt+C	Display the Table of Contents
Alt+N	Display the Connection Settings menu
Ctrl+F	Search the current topic
Ctrl+P	Print a topic

## App rearranging shortcuts

Windows logo key  +. (period)	Enter rearrange mode and select apps or dividers across monitors
Windows logo key  +left arrow	Move app divider left
Windows logo key  +right arrow	Move app divider right
Windows logo key  +up arrow	Maximize app
Windows logo key  +down arrow	Close app
Windows logo key  +Esc	Exit rearrange mode

## Using apps

### Calculator keyboard shortcuts

F1	Open Calculator Help
F2	Edit the calculation history
Alt+1	Switch to Standard mode
Alt+2	Switch to Scientific mode
Alt+3	Switch to Programmer mode

Alt+4	Switch to Statistics mode
Alt+C	Calculate or solve date calculations and worksheets
Ctrl+E	Open date calculations
Ctrl+H	Turn calculation history on or off
Ctrl+L	Press the <b>MC</b> button
Ctrl+M	Press the <b>MS</b> button
Ctrl+P	Press the <b>M+</b> button
Ctrl+Q	Press the <b>M-</b> button
Ctrl+R	Press the <b>MR</b> button
Ctrl+U	Open unit conversion
Ctrl+Shift+D	Clear the calculation history
F9	Press the +/- button
R	Press the $1/\times$ button
@	Press the square root button
Del	Press the <b>CE</b> button
Up arrow	Move up in the calculation history
Down arrow	Move down in the calculation history
Esc	Press the <b>C</b> button or stop editing the calculation history
Enter	Recalculate the calculation history after editing
F3	Select <b>Degrees</b> in Scientific mode
F4	Select <b>Radians</b> in Scientific mode
F5	Select <b>Grads</b> in Scientific mode
Ctrl+B	Press the <b>3?</b> button in Scientific mode
Ctrl+G	Press the <b>10x</b> button in Scientific mode
Ctrl+O	Press the <b>cosh</b> button in Scientific mode
Ctrl+S	Press the <b>sinh</b> button in Scientific mode
Ctrl+T	Press the <b>tanh</b> button in Scientific mode
Ctrl+Y	Press the <b>y?</b> button in Scientific mode

I	Press the <b>Inv</b> button in Scientific mode
L	Press the <b>log</b> button in Scientific mode
M	Press the <b>dms</b> button in Scientific mode
N	Press the <b>In</b> button in Scientific mode
O	Press the <b>cos</b> button in Scientific mode
P	Press the <b>pi</b> button in Scientific mode
Q	Press the <b>x<sup>2</sup></b> button in Scientific mode
S	Press the <b>sin</b> button in Scientific mode
T	Press the <b>tan</b> button in Scientific mode
V	Press the <b>F-E</b> button in Scientific mode
X	Press the <b>Exp</b> button in Scientific mode
Y	Press the <b>x<sup>y</sup></b> button in Scientific mode
#	Press the <b>x<sup>3</sup></b> button in Scientific mode
;	Press the <b>Int</b> button in Scientific mode
!	Press the <b>n!</b> button in Scientific mode
F2	Select <b>Dword</b> in Programmer mode
F3	Select <b>Word</b> in Programmer mode
F4	Select <b>Byte</b> in Programmer mode
F5	Select <b>Hex</b> in Programmer mode
F6	Select <b>Dec</b> in Programmer mode
F7	Select <b>Oct</b> in Programmer mode
F8	Select <b>Bin</b> in Programmer mode
F12	Select <b>Qword</b> in Programmer mode
A-F	Press the <b>A-F</b> buttons in Programmer mode
J	Press the <b>RoL</b> button in Programmer mode
K	Press the <b>RoR</b> button in Programmer mode
<	Press the <b>Lsh</b> button in Programmer mode
>	Press the <b>Rsh</b> button in Programmer mode

	Press the <b>Or</b> button in Programmer mode
^	Press the <b>Xor</b> button in Programmer mode
~	Press the <b>Not</b> button in Programmer mode
&	Press the <b>And</b> button in Programmer mode
Spacebar	Toggles the bit value in Programmer mode
A	Press the <b>Average</b> button in Statistics mode
Ctrl+A	Press the <b>Average Sq</b> button in Statistics mode
S	Press the <b>Sum</b> button in Statistics mode
Ctrl+S	Press the <b>Sum Sq</b> button in Statistics mode
T	Press the <b>S.D.</b> button in Statistics mode
Ctrl+T	Press the <b>Inv S.D.</b> button in Statistics mode
D	Press the <b>CAD</b> button in Statistics mode

### Calendar keyboard shortcuts

Ctrl+1 or Ctrl+D	Show the day view
Ctrl+2 or Ctrl+O	Show the work week view
Ctrl+3 or Ctrl+W	Show the week view
Ctrl+4 or Ctrl+M	Show the month view
Ctrl+T or Home	Go to today
Ctrl+N	Create a new event
Page up	In month view, go to the previous month In week view, go to the previous week In day view, go to the previous two days
Ctrl+H	In month view, go to the previous month In week view, go to the previous week In day view, go to the previous two days
Page down	In month view, go to the next month In week view, go to the next week In day view, go to the next two days

Ctrl+J	In month view, go to the next month
	In week view, go to the next week
	In day view, go to the next two days
Right arrow	In a view, go to the next day
Left arrow	In a view, go to the previous day
Down arrow	In a view, go to the next hour
Up arrow	In a view, go to the previous hour
Esc	Go back
Ctrl+S	Save or send the event
Ctrl+P, use up and down arrows to select	Respond to an event
Ctrl+D	Delete an event

### Mail keyboard shortcuts

Ctrl+R	Reply
Ctrl+Shift+R	Reply all
Ctrl+F	Forward
Ctrl+M	Move item to a different folder
Ctrl+J	Toggle between marking a message as junk or not junk
Ctrl+Shift+U	Show only unread messages
Ctrl+Shift+A	Show all messages
Ctrl+Shift+E	Show Folder options
Ctrl+U	Mark as unread
Ctrl+Q	Mark as read
Ctrl+A	Select all messages
Insert	Toggle between Flag and Remove flag for messages
Ctrl+N	New message
F5	Sync
Alt+B	Put focus on the bcc button

Alt+C	Put focus on the cc button
	Accept
Alt+D	Decline
Alt+T	Put focus on the To button
	Tentative
Alt+V	Open the invitation in Calendar
Alt+S	Send mail
Alt+i	Insert attachment
Ctrl+Shift+F	Select a font
Ctrl+Spacebar	Clear formatting
Ctrl+Y	Redo
F4	Redo
Ctrl+[	Increase font size one point
Ctrl+]	Decrease font size one point
Ctrl+Shift+,	Decrease font size
Ctrl+Shift+.	Increase font size
Ctrl+K	Add a link
Ctrl+E	Center
Ctrl+L	Left
Ctrl+R	Right
Ctrl+Shift+L	Bullets
Ctrl+M	Indent when text is selected
Ctrl+Shift+M	Outdent
Tab or Shift+Tab	Indent/outdent when text is selected or when focus is in a list
Ctrl+'	Acute accent
Ctrl+,	Cedilla accent
Ctrl+Shift+6	Circumflex accent
Ctrl+Shift+;	Diaeresis accent



Ctrl+Shift+7	Ligature accent
Ctrl+Shift+2	Ring accent
Ctrl+/'	Forward slash accent
Ctrl+Shift+`	Tilde accent
Alt+Ctrl+Shift+1	Inverted exclamation mark
Alt+Ctrl+Shift+/'	Inverted question mark

### People keyboard shortcuts

Ctrl+N	Add a contact
Ctrl+S	Save changes
Delete	Delete a contact
Ctrl+F	Make a contact a favorite
Ctrl+Shift+1	Pin a contact to Start
Esc	Go back
Home	Go to beginning of contact list
Page down	Go forward in the contact list
Page up	Go backwards in the contact list
End	Go to end of the contact list

### Messaging keyboard shortcuts

Ctrl+N	Start a new conversation
Ctrl+N	Select people
Ctrl+E	Select an emoticon
Ctrl+>	Next conversation
Ctrl+<	Previous conversation

### Paint keyboard shortcuts

F1	Open Paint Help
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F11	View a picture in full-screen mode
F12	Save the picture as a new file
Ctrl+A	Select the entire picture
Ctrl+B	Bold selected text
Ctrl+C	Copy a selection to the Clipboard
Ctrl+E	Open the <b>Properties</b> dialog box
Ctrl+G	Show or hide gridlines
Ctrl+I	Italicize selected text
Ctrl+N	Create a new picture
Ctrl+O	Open an existing picture
Ctrl+P	Print a picture
Ctrl+R	Show or hide the ruler
Ctrl+S	Save changes to a picture
Ctrl+U	Underline selected text
Ctrl+V	Paste a selection from the Clipboard
Ctrl+W	Open the <b>Resize and Skew</b> dialog box
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change
Ctrl+Z	Undo a change
Ctrl+plus (+)	Increase the width of a brush, line, or shape outline by one pixel
Ctrl+minus (-)	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl+Page Up	Zoom in
Ctrl+Page Down	Zoom out
Alt (or F10)	Display keytips
Alt+F4	Close a picture and its Paint window
Right arrow	Move the selection or active shape right by one pixel
Left arrow	Move the selection or active shape left by one pixel
Down arrow	Move the selection or active shape down by one pixel

Up arrow	Move the selection or active shape up by one pixel
Shift+F10	Show the current shortcut menu

### Reader keyboard shortcuts

F8	Use two-page layout
Ctrl+R	Rotate the file 90 degrees clockwise
Ctrl+F	Search for text in a file
F7	Use keyboard selection mode
Ctrl+P	Print a file
Ctrl+O	Open a file
Ctrl+W	Close a file
Ctrl+M	Reader app home

### Remote Desktop Connection keyboard shortcuts

Ctrl+Alt+Home	Toggle appbars between the remote PC and the one in front of you
Ctrl+Alt+Left arrow	Switch your view to the previous session (when viewing a session)
Ctrl+Alt+Right arrow	Switch your view to the next session (when viewing a session)
Ctrl+Alt+Up arrow	Switch your view to the first session (when viewing a session)
Ctrl+Alt+Down arrow	Switch your view to the last session (when viewing a session)

### SkyDrive keyboard shortcuts

Ctrl+A	Select all
Ctrl+Alt+1	Change view (details/thumbnails)
Ctrl+U	Upload
Ctrl+Shift+N	New folder
Esc	Clear selection
Ctrl+O	Open with
Ctrl+Alt+O	View folder

Ctrl+Shift+V	Copy
Ctrl+Shift+Y	Move
Ctrl+S	Download
Alt+Up arrow	Go up
F2	Rename
F5	Refresh

### Windows Journal keyboard shortcuts

F1	Open Journal Help
F5	Refresh the note list
F6	Toggle between a note list and a note
F11	View a note in full-screen mode
Ctrl+A	Select all items on a page
Ctrl+C	Copy a selection to the Clipboard
Ctrl+F	Search for text in a file
Ctrl+G	Go to a page
Ctrl+N	Start a new note
Ctrl+O	Open a recently used note
Ctrl+P	Print a note
Ctrl+S	Save changes to a note
Ctrl+V	Paste a selection from the Clipboard
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change
Ctrl+Z	Undo a change
Alt+F4	Close a note and its Journal window
Ctrl+Shift+C	Display a shortcut menu for column headings in a note list
Ctrl+Shift+V	Move a note to a specific folder

## WordPad keyboard shortcuts

F3	Search for the next instance of the text in the <b>Find</b> dialog box
F10	Display keytips
F12	Save the document as a new file
Ctrl+1	Set single line spacing
Ctrl+2	Set double line spacing
Ctrl+5	Set line spacing to 1.5
Ctrl+A	Select the entire document
Ctrl+B	Make selected text bold
Ctrl+C	Copy a selection to the Clipboard
Ctrl+D	Insert a Microsoft Paint drawing
Ctrl+E	Align text center
Ctrl+F	Search for text in a document
Ctrl+H	Replace text in a document
Ctrl+I	Italicize selected text
Ctrl+J	Justify text
Ctrl+L	Align text left
Ctrl+N	Create a new document
Ctrl+O	Open an existing document
Ctrl+P	Print a document
Ctrl+R	Align text right
Ctrl+S	Save changes to a document
Ctrl+U	Underline selected text
Ctrl+V	Paste a selection from the Clipboard
Ctrl+X	Cut a selection
Ctrl+Y	Redo a change
Ctrl+Z	Undo a change
Ctrl+=	Make selected text subscript

Ctrl+Shift+>	Increase the font size
Ctrl+Shift+<	Decrease the font size
Ctrl+Shift+A	Change characters to all capitals
Ctrl+Shift+L	Change the bullet style
Ctrl+Left arrow	Move the cursor one word to the left
Ctrl+Right arrow	Move the cursor one word to the right
Ctrl+Up arrow	Move the cursor to the previous line
Ctrl+Down arrow	Move the cursor to the next line
Ctrl+Home	Move to the beginning of the document
Ctrl+End	Move to the end of the document
Ctrl+Page Up	Move up one page
Ctrl+Page Down	Move down one page
Ctrl+Delete	Delete the next word
Alt+F4	Close WordPad
Shift+F10	Show the current shortcut menu

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