

# Complete List of Shortcuts in Windows 8

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# Using Windows

## New Keyboard Shortcuts

The following table contains new keyboard shortcuts that you can use to navigate around Windows.

Press this key	To do this
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  +J	Switch the main app and snapped app
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 apps
Windows logo key  +W	Open the Search charm to search settings
Windows logo key  +Z	Show the commands available in the app

## Press this key

## To do this

---

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 open apps (except desktop apps)

---

Windows logo key +Ctrl+Tab

Cycle through open apps (except desktop apps) and snaps them as they are cycled

---

Windows logo key +Shift+Tab

Cycle through open apps (except desktop apps) in reverse order

---

Windows logo key +PgUp

Move the Start screen and apps to the monitor on the left (Apps in the desktop won't change monitors)

---

Windows logo key +PgDown

Move the Start screen and apps to the monitor on the right (Apps in the desktop won't change monitors)

---

Windows logo key +Shift+period (.)

Snaps an app to the left

---

Windows logo key +period (.)

Snaps an app to the right

---

Esc

Stop or exit the current task

---

## General Keyboard Shortcuts

The following table contains general keyboard shortcuts that you can use to navigate around Windows.

Press this key	To do this
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+underlined letter	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

## Press this key

## To do this

---

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

---

## Press this key

## To do this

---

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

---

## Press this key

## To do this

---

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 Shortcuts

The following table contains keyboard shortcuts that use the Windows logo key .

### Press this key

### To do this

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 Computer

Windows logo key  +F

Open the Search charm and search for files

Windows logo key  +G

Cycle through Gadgets on the desktop

Windows logo key  +H

Open the Share charm

Windows logo key  +I

Open the Settings charm

Windows logo key  +J

Switch the main app and snapped app

Windows logo key  +K

Open the Devices charm

Windows logo key  +L

Lock your PC or switch users

Windows logo key  +M

Minimize all windows

## Press this key

Windows logo key  +O

Windows logo key  +P

Windows logo key  +Q

Windows logo key  +R

Windows logo key  +T

Windows logo key  +U

Windows logo key  +V

Windows logo key  +Shift+V

Windows logo key  +W

Windows logo key  +X

Windows logo key  +Z

Windows logo key  +,

Windows logo key  +Pause

Windows logo key  +Ctrl+F

Windows logo key  +Shift+M

## To do this

Lock device orientation

Choose a presentation display mode

Open the Search charm and search for apps

Open the **Run** dialog box

Cycle through apps on the taskbar

Open Ease of Access Center

Cycle through notifications

Cycle through notifications in reverse order

Open the Search charm and search for settings

Open the **Quick Link** menu

Show the commands available in the app

Temporarily peek at the desktop

Display the **System Properties** dialog box

Search for PCs (if you're on a network)

Restore minimized windows on the desktop

## Press this key

## To do this

Windows logo key  +number

Start the desktop 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

Start a new instance of the desktop app pinned to the taskbar in the position indicated by the number

Windows logo key  +Ctrl+number

Switch to the last active window of the desktop app pinned to the taskbar in the position indicated by the number

Windows logo key  +Alt+number

Open the Jump List for the desktop app pinned to the taskbar in the position indicated by the number

Windows logo key  +Ctrl+Shift+number

Open a new instance of the desktop app located at the given position on the taskbar as an administrator

Windows logo key  +Tab

Cycle through open apps (except desktop apps)

Windows logo key  +Ctrl+Tab

Cycle through open apps (except desktop apps) and snap them as they are cycled

Windows logo key  +Shift+Tab

Cycle through open 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 desktop window

Windows logo key  +Down arrow

Minimize the desktop window

Windows logo key  +Left arrow

Maximize the desktop window to the left side of the screen

## Press this key

## To do this

Windows logo key  +Right arrow

Maximize the 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 a 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  +Page Up

Move the Start screen and apps to the monitor on the left (apps in the desktop won't change monitors)

Windows logo key  +Page Down

Move the Start screen and apps to the monitor on the right (apps in the desktop won't change monitors)

Windows logo key  +Shift+period (.)

Snap an app to the left

Windows logo key  +period (.)

Snap an app to the right

Windows logo key  +/

Initiate IME reversion

## Press this key

## To do this

---

Windows logo key  +Alt+Enter

Open Windows Media Center

---

Windows logo key  +plus (+) or minus (-)

Zoom in or out using Magnifier

---

Windows logo key  +Esc

Exit Magnifier

---

## Windows Dialog Box Keyboard Shortcuts

The following table contains keyboard shortcuts that you can use to navigate dialog boxes.

Press this key	To do this
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 Shortcuts

The following table contains keyboard shortcuts for working with File Explorer windows or folders.

### Press this key

### To do this

---

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 Properties dialog box for the selected item

---

Alt+Right arrow

View the next folder

---

## Press this key

## To do this

---

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

The following table contains keyboard shortcuts for working with items on the desktop taskbar.

### Press this key

### To do this

---

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

The following table contains keyboard shortcuts that can help make your PC easier to use.

### Press this key

### To do this

---

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

The following table contains keyboard shortcuts for working with Magnifier.

### Press this key

### To do this

---

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 Shortcuts

The following table contains keyboard shortcuts for working with Narrator.

### Press this key

### To do this

---

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

---

**Press this key**

**To do this**

---

Caps+Esc

Exit Narrator

---

## Narrator Touch

The following table contains keyboard shortcuts for working with Narrator on a four-point tablet.

### Press this key

### To do this

---

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

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

Press this key	To do this
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 Windows Security 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).

**Press this key**

**To do this**

---

Useful when the Remote Desktop controls are embedded in another (host) app.

---

## Windows Help Viewer Keyboard Shortcuts

The following table contains keyboard shortcuts for working with the Help viewer.

Press this key	To do this
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 Shortcuts

## Calculator Shortcuts

The following table contains keyboard shortcuts for working with Calculator.

Press this key	To do this
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

## Press this key

## To do this

---

Ctrl+U

Open unit conversion

---

Ctrl+Shift+D

Clear the calculation history

---

F9

Press the **+/-** button

---

R

Press the **1/x** button

---

@

Press the square root button

---

Del

Press the **CE** button

---

Up arrow

Navigate up in the calculation history

---

Down arrow

Navigate down in the calculation history

---

Esc

Press the **C** button or stop editing the calculation history

---

Enter

Recalculate the calculation history after editing

---

F3

Select **Degrees** in Scientific mode

---

F4

Select **Radians** in Scientific mode

---

F5

Select **Grads** in Scientific mode

---

Ctrl+B

Press the **3√x** button in Scientific mode

---

Ctrl+G

Press the **10x** button in Scientific mode

---

## Press this key

## To do this

Ctrl+O

Press the **cosh** button in Scientific mode

Ctrl+S

Press the **sinh** button in Scientific mode

Ctrl+T

Press the **tanh** button in Scientific mode

Ctrl+Y

Press the **y $\sqrt{x}$**  button in Scientific mode

D

Press the **Mod** button in Scientific mode

I

Press the **Inv** button in Scientific mode

L

Press the **log** button in Scientific mode

M

Press the **dms** button in Scientific mode

N

Press the **In** button in Scientific mode

O

Press the **cos** button in Scientific mode

P

Press the **pi** button in Scientific mode

Q

Press the **x<sup>2</sup>** button in Scientific mode

S

Press the **sin** button in Scientific mode

T

Press the **tan** button in Scientific mode

V

Press the **F-E** button in Scientific mode

X

Press the **Exp** button in Scientific mode

## Press this key

## To do this

---

Y Press the **x<sup>y</sup>** button in Scientific mode

---

# Press the **x<sup>3</sup>** button in Scientific mode

---

; Press the **Int** button in Scientific mode

---

! Press the **n!** button in Scientific mode

---

F2 Select **Dword** in Programmer mode

---

F3 Select **Word** in Programmer mode

---

F4 Select **Byte** in Programmer mode

---

F5 Select **Hex** in Programmer mode

---

F6 Select **Dec** in Programmer mode

---

F7 Select **Oct** in Programmer mode

---

F8 Select **Bin** in Programmer mode

---

F12 Select **Qword** in Programmer mode

---

A-F Press the **A-F** buttons in Programmer mode

---

J Press the **RoL** button in Programmer mode

---

K Press the **RoR** button in Programmer mode

---

< Press the **Lsh** button in Programmer mode

---

## Press this key

## To do this

---

> Press the **Rsh** button in Programmer mode

---

% Press the **Mod** button in Programmer mode

---

| Press the **Or** button in Programmer mode

---

^ Press the **Xor** button in Programmer mode

---

~ Press the **Not** button in Programmer mode

---

& Press the **And** button in Programmer mode

---

Spacebar Toggles the bit value in Programmer mode

---

A Press the **Average** button in Statistics mode

---

Ctrl+A Press the **Average Sq** button in Statistics mode

---

S Press the **Sum** button in Statistics mode

---

Ctrl+S Press the **Sum Sq** button in Statistics mode

---

T Press the **S.D.** button in Statistics mode

---

Ctrl+T Press the **Inv S.D.** button in Statistics mode

---

D Press the **CAD** button in Statistics mode

---

## Messaging Keyboard Shortcuts

The following table contains keyboard shortcuts for working with the Messaging app.

### Press this key

### To do this

---

Ctrl+N

Start a new conversation

---

Ctrl+N

Open the people picker

---

Ctrl+E

Open or close the emoticon picker

---

Ctrl+ >

Next conversation

---

Ctrl+ <

Previous conversation

---

## Paint Keyboard Shortcuts

The following table contains keyboard shortcuts for working with Paint.

### Press this key

### To do this

---

F1	Open Paint Help
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

---

## Press this key

## To do this

---

Ctrl+U

Underline selected text

---

Ctrl+V

Paste a selection from the Clipboard

---

Ctrl+W

Open the **Resize and Skew** 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

---

## Press this key

## To do this

---

Up arrow

Move the selection or active shape up by one pixel

---

Shift+F10

Show the current shortcut menu

---

## Reader Keyboard Shortcuts

The following table contains keyboard shortcuts for working with the Reader app.

### Press this key

### To do this

---

F8	Use two-page layout
Ctrl+R	Rotate the file 90 degrees clockwise
Ctrl+F	Find 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

The following table contains keyboard shortcuts for working with Remote Desktop Connection.

Press this key	To do this
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

The following table contains keyboard shortcuts for working with SkyDrive.

### Press this key

### To do this

---

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

The following table contains keyboard shortcuts for working with Windows Journal.

### Press this key

### To do this

---

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	Find 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

---

## Press this key

## To do this

---

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

The following table contains keyboard shortcuts for working with WordPad.

Press this key	To do this
F1	Open WordPad Help
F3	Find 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	Find text in a document
Ctrl+H	Replace text in a document

## Press this key

## To do this

---

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+=

Make selected text superscript

---

Ctrl+Shift+>

Increase the font size

---

## Press this key

## To do this

---

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 line below

---

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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