







குறுவழி விசை - Shortcut Keys for Windows

30 Windows Keys

	Shortcuts	Uses of Shortcut keys
1	Ctrl + X	It cuts the selected item.
2	Ctrl + C	Used to copy the selected item.
3	Ctrl + V	Used to paste the selected item.
4	Ctrl + Z	Undo the last action.
5	Alt + Tab	Switch between the open windows.
6	Win 	Display / Hide Start screen.
7	Win  + D	Display and hide the desktop.
8	Win  + E	Open file explorer.
9	Win  + D	Display and hide the desktop.
10	Win  + L	Lock the computer, requiring password.
11	Win  + M	Minimizes all open windows.
12	Win  + P	Select a presentation display mode.
13	Alt + spacebar	Open the shortcut menu for the active window.
14	Alt + underlined letter	Perform the command for that letter.
15	Ctrl + "+"	Increases the zoom level.
16	Ctrl + "-"	Decrease the zoom level.
17	Ctrl + A	Select all text.
18	Ctrl + Shift + arrow	Select a block of text.
19	Ctrl + R	Refresh the active window
20	Ctrl + S	Saves open file/document
21	Ctrl + Y	Redo an action
22	Ctrl + Right arrow	Move the cursor to the beginning of the next word
23	Ctrl + Left arrow	Move the cursor to the beginning of the previous word
24	Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
25	Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
26	Ctrl + Alt + Del	Opens Windows task manager.
27	Shift + Delete	Delete selected item without moving it to the Recycle Bin first.
28	Esc	Stop or leave the current task
29	PrtScn	Take a screenshot of your whole screen and copy it to the clipboard
30	Ctrl + Win  + O	Toggles on screen keyboard on/off