

What are some common Shortcut Keys?

Below are a list of commonly used shortcut commands that will make navigating Windows easier.

Command	What does it do?
CTRL + C	Copies the selected text or object.
CTRL + V	Pastes the selected text or object.
CTRL + Z	Undo an action
CTRL + Y	Redo an action
Windows + D	Minimizes all open programs and display the desktop
F1	Opens the Help Section/Guide in almost any application
Alt + Tab	Switch between current open Windows

For a complete, in-depth list of shortcut commands, see this page: <http://windows.microsoft.com/en-us/windows/keyboard-shortcuts#keyboard-shortcuts=windows-7>