Keyboard Shortcuts:

KEYS	ACTION
Windows Key OR Ctrl + Esc	Brings up the start menu and the arrow keys can be used to select a program
Windows Key + D	Minimizes all open programs to show the desktop
Windows Key + E	Launches Windows Explorer
Alt + Tab	Holding Alt and pressing Tab allows you to switch between open programs
Ctrl + Alt + Delete	Launches Task Manager
Alt + F4	Closes the current program
F2	Renames files/folders
Tab	Moves forward through options in forms, dialog boxes, etc.
Shift + Tab	Moves backward through options in forms, dialog boxes, etc.
Shift + Delete	Delete Item Permanently (without placing recycling bin)
Windows key + L	Lock with computer (without using Ctrl + Alt + Del)
Shift + F10	Opens short cut menu (same as right clicking)
Ctrl + Shift + 1st + last item in list	Selects all items between the 2
Microsoft Office (Word, Excel, Outlook)	
Ctrl + A	Select All
Ctrl + S	Saves open file with current name
F12	Performs "Save As…" feature
Ctrl + P	Opens the print dialog box
Ctrl + O	Displays the open dialog box
Ctrl + N	Displays a new blank document
Ctrl + C	Copies selected item
Ctrl + X	Cuts selected item
Ctrl + V	Pastes/inserts copied or cut items
Ctrl + F	Opens the find box
Ctrl + Z	Undoes the last action
Ctrl + Y	Redoes the last action
Ctrl + B	Activates Bolding
Ctrl + U	Activates Underlining
Ctrl + I	Activates Italicizing
Ctrl + Scrolling on Mouse Wheel	Zooms in/out
Backspace	Returns to previous page in Explorer (Windows and Internet)
Shift + → OR ←	Highlights
Ctrl + →OR ←	Moves cursor one word at a time Can be used with shift key to highlight
Ctrl +↑OR ↓	Moves cursor one paragraph at a time

KEYS	ACTION
	Can be used with shift key to highlight
Ctrl + End	Moves cursor to the end of the document
Ctrl + Home	Moves cursor to the start of the document
F2	Enters a cell at the end of existing text (Excel)
F7	Runs Spell Check
Shift + F7	Launches the thesaurus
Page Up/Down	Moves cursor to the bottom of page (rather than scrolling on mouse wheel)
Alt + Enter (in document list)	Opens document properties
Ctrl + K	Brings up menu for creating hyperlink