

# Top Computer Shortcut Keys You Should Know

F1 - View help information

F2 - Rename a selected file

F5 - Refresh the current program window.

Ctrl+N - Create a new or blank document

Ctrl+O - Open a file in the current software.

Ctrl+A - Select all text.

Ctrl+B - Change selected text to be bold.

Ctrl+I - Change selected text to be in italics.

Ctrl+S - Save current document file.

Ctrl+U - Change selected text to be underlined.

Ctrl+F - Open find window for current document

Ctrl+X - Cut selected item.

Ctrl+C - Copy selected item.

Ctrl+V - Paste

Ctrl+Z - Undo last action.

Ctrl+Y - Redo last action.

Ctrl+P - Print the current page or document.

Alt+F4 - Close the currently active program.