

Manage Actions / Programs

[Windows]	Open or close the Start menu
[Windows] + [E]	Start Windows Explorer to “Computer”
[Windows] + [R]	Open run command dialog box
[Windows] + [Pause]	Display the System Properties
[Windows] + [L]	Lock the keyboard / computer

Arrange & Select Windows

[Windows] + [D]	Display the desktop (and go back to app.)
[Windows] + [M]	Minimize all windows (+ [Shift] = restore)
[Windows] + [-] / [->]	Minimize / dock window
[Windows] + [↑] / [↓]	Maximize / minimize window
[Windows] + [1] .. [9]	Activates window number 1 ... 9 of the task bar (+ [Shift] = new instance)
[Windows] + [T]	Cycle through programs on the taskbar (+ [Shift] backward)
[Windows] + [B]	Activates the taskbar
Left mouse button + [Shift] + [Ctrl]	Starts a new instance of the program in the taskbar ... in administrator mode

Magnifying Glass

[Windows] + [+]	Activates the magnifier (= display utility)
[Windows] + [Esc]	De-activates the magnifier

Access Menu Bar

[Alt]	Activates the menu bar
[Alt] + underlined letter	Perform the menu item / command

Select running Programs / Applications

[Alt] + [Tab]	Switch between open tasks / programs (+ [Shift] backwards)
[Alt] + [Esc]	See above, but cycles directly through running programs (+ [Shift] backward)

Copy & Paste (C&P)

[Ctrl] + [C]	Copy a selected item
[Ctrl] + [X]	Cut (Move) a selected Item
[Ctrl] + [V]	Paste a selected item (from the clipboard)
[Ctrl] + [A]	Select all (= everything)

Office (Word, Excel, Powerpoint, ...) & Internet Browser

[Ctrl] + [Home]	Go to the top of a document / page
[Ctrl] + [End]	Go to the bottom of a document / page
... + [Shift]	Select from current position to top / bottom
[Ctrl] + [Z]	Undo last change / action
[Ctrl] + [Y]	Redo last change / action
[Ctrl] + [S]	Save document
[F12]	Save as new file
[Ctrl] + [N]	Create a new document / window
[Ctrl] + [T]	Create a new tab (Browser)
[Ctrl] + [O]	Open an existing file
[Ctrl] + [P]	Print current file
[Ctrl] + [W]	Close current tab / window
[Ctrl] + [F]	Select the search box
[Ctrl] + [Alt] + [V]	Paste Special (= Paste Options)
[Ctrl] + [Mouse scroll wheel]	Change the size and appearance (= zoom: increase / decrease view)
Close Programs / Tabs	
[Ctrl] + [Tab]	Switch (move) forward between tabs / index cards (+ [Shift] backwards)
[Ctrl] + [F4]	Close active document / tab / subroutine
[Alt] + [F4]	Exit the active program
Accessing Microsoft Windows Features	
[Shift] + [F10]	Open shortcut menu (= right mouse click)
[Esc]	Cancel current task
[Space Bar]	Single left mouse click (check box)
[F5]	Refresh (Explorer, Browser)
[F2]	Rename the selected item
[F8]	Boot into the Safe Mode
[F10]	Activate / Deactivate Menu Bar
[F11]	Full-Screen mode On / Off
[Ctrl]	Drag & Drop (D&D): changes to ,copy' (instead of move)
[Shift] + [Alt]	Change language settings of keyboard, e.g. from QWERTZ to QWERTY
[Ctrl] + [Shift] + [Esc]	Open Task Manager directly

Screenshots

[Alt] + [PrtScn]	Screenshot of the active window
[PrtScn]	Screenshot of the whole monitor

Windows Explorer / Desktop

[Alt] + [Enter]	Properties dialog box for the selected item
[←] / [→]	Explorer-Navigations-Pane: collapse / expand folder structure
[Ctrl] + [Shift] + [N]	Create New Folder
[Ctrl] + [N]	Open new window (identical path)
[Alt] + [↑]	Go up one level (folder hierarchy)
[Enter]	Go down one level (folder hierarchy)
[Alt] + [←] / [→]	Go Back / Go Forward (= blue arrows)
[Shift] + [right mouse button] on selected file	Adds e.g. the item 'Copy as Path' to the context menu
[Shift] + [right mouse button] on selected folder	Adds e.g. the item 'Open Command Window here' to the context menu
[Alt] + [A] + [L] / [I] / [D]	Changes the Explorer view to Large Icons / Content / Details
[Alt] + [A] + [O]	Explorer Command „Sort by ...“
[Alt] + [A] + [M]	Explorer Command „Open with ...“
[Shift] + [Delete]	Delete item directly (without recycle bin)
Position Cursor / Select Text (Items)	
[Ctrl] + [←] / [→]	Position cursor at the start of the previous / next word
[Ctrl] + [↑] / [↓]	Position cursor at the start of the previous / next paragraph
[Ctrl] + [Shift] + Arrows	... simultaneous selection (highlight)
[Ctrl] + ([Shift]) + [↑] / [↓] EXCEL only	Cursor to first / last filled cell; with [End] instead of the arrow keys, it works over several columns

Own Shortcuts