



## WINDOWS 10 SHORTCUTS

 = WIN (windows key)

**WIN + A**= Action Centre for your notifications and settings. Customize it = [Settings > system > notification](#)

**WIN + TAB**= Task View shows all the windows you currently have open

**WIN + D**= adds a new Desktop

**WIN**= Opens the start menu > Start typing to search in windows & web

**ALT + TAB**= will switch through all open programs

**CTRL + TAB**= switch through all tabs

**SPACE**= to scroll down the web page

**SPACE + SHIFT**= to go back up the web page

**PAGE UP/ PAGE DOWN**= ditto above

**ALT + F4**= close current window

**WIN + UP**= will maximize window

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## WORD© SHORTCUTS

**F1** = Help

**Ctrl + → ←** = Move one word right/left

**Ctrl + ↓↑** = Move to next/previous paragraph

**Ctrl + End/Home** = Move to end/top of page

**Ctrl + A** = Select entire page

**Ctrl + C** = Copy selected text

**Ctrl + X** = Cut out selected text

**Ctrl + V** = Paste copied/cut text

**Ctrl + P** = Open the Print

**WIN + Ctrl + K** = Insert LINK

**Shift + D** = Insert current Date

**Shift + T** = Insert the current time

**Ctrl + F** = Open the Find Search Box

**Ctrl + Y** = Redo the last action

**Ctrl + Z** = Undo the last action

**Ctrl + D** = Open Font Options

**Ctrl + M** = Indent th paragraph

**F7** = Spell/Grammar for selected text

**Shift F7** = Activate Thesaurus

**F12** = Save As

**Ctrl + S** = Save

**Ctrl + W** = Close document

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