



Keyboard shortcuts are combinations of two or more keys that you can use to perform a task that would usually require a mouse. Useful keyboard shortcuts can make it easier to work with your PC, saving you time and effort as you work with Windows and other applications.

Here are our top nine keyboard shortcuts:

1. **Ctrl + C (or Ctrl + Insert)** = Copy the selected item
2. **Ctrl + X** = Cut the selected item
3. **Ctrl + V (or Shift + Insert)** = Paste the selected item
4. **Ctrl + Z** = Undo an action
5. **Ctrl + Y** = Redo an action
6. **Ctrl + D (or Delete)** = Delete the selected item and move it to the Recycle Bin
7. **Ctrl + Shift with an arrow key** = Select a block of text
8. **Alt + Tab** = Switch between open applications
9. **Alt + F4** = Close the active item or exit the active application

Here are some Windows keyboard shortcuts that you may not know about...don't keep them a secret:

1. **Ctrl + Shift + N** = Create a new folder
2. **Ctrl + Shift + Esc** = Open Task Manager
3. **Ctrl + Shift + Click** = Open a program as an administrator

Keyboard shortcuts can be useful to all computer users as they allow for interactions that are faster than allowed by mouse clicks. Using keyboard shortcuts can produce **efficiency**, **multitasking** and **precision**...as well as saving time and who doesn't want that?

Please feel free to call our helpful and knowledgeable team on **01843 572600** if you would like any advice about keyboard shortcuts. You can also email us at **hello@365itsupport.co.uk** – we are always happy to help and provide advice for your IT requirements.