NPH Staff Keyboard Shortcuts Cheat Sheet

Category	Shortcut	Function
General Shortcuts		
	Ctrl + C	Copy selected item(s)
	Ctrl + X	Cut selected item(s)
	Ctrl + V	Paste copied or cut item(s)
	Ctrl + Z	Undo an action
	Ctrl + Y	Redo an action
	Ctrl + A	Select all items
	Ctrl + F	Find items
	Ctrl + P	Print the current page/document
	Alt + Tab	Switch between open applications
	Alt + F4	Close the active item/app
	Windows Key	Open/close Start Menu
	Windows Key + D	Display/hide the desktop
	Windows Key + E	Open File Explorer
	Windows Key + L	Lock your PC
Text Editing Shortcuts		
	Ctrl + B	Bold selected text
	Ctrl + I	Italicize selected text
	Ctrl + U	Underline selected text
	Ctrl + Left/Right Arrow	Move cursor to start of the previous/next word
	Ctrl + Up/Down Arrow	Move cursor to start of the previous/next paragraph
Virtual Desktop & Task View		
	Windows Key + Tab	Open Task View
	Windows Key + Ctrl + D	Add a virtual desktop
	Windows Key + Ctrl + Left/Right Arrow	Switch between virtual desktops
	Windows Key + Ctrl + F4	Close the current virtual desktop
System Commands		
	Ctrl + Shift + Esc	Open Task Manager
	Windows Key + I	Open Settings
	Windows Key + S	Open search
	Windows Key + R	Open the Run dialog box
	Windows Key + M	Minimize all windows
Accessibility Shortcuts		
	Windows Key + U	Open the Ease of Access Center
	Windows Key + Plus Sign (+)	Open Magnifier
	Alt + Left Shift + Num Lock	Activate Mouse keys