

10 Helpful Key Commands

Using a mouse is a great convenience, but sometimes you can accomplish what you want more quickly by keeping your fingers on the keyboard and using key commands. Here are 10 commands that can speed up your work.

In Windows

1. Windows + E Opens *My computer*
2. Windows + D Toggle between Desktop & open programs
3. Alt + Tab Toggle between open applications

In any Program

4. Ctrl + C Copy
5. Ctrl + X Cut
6. Ctrl + V Paste
7. Ctrl + P Print
8. Alt + F4 Closes program

In Web Browser

9. Ctrl + T Opens new tab
10. Ctrl + Tab Toggle between open tabs

You can easily view or print quick reference pages with more key commands and other useful tips. Go to <http://it.byu.edu/go/quickref> for quick references on Word, Excel, IP Phone, Outlook, Windows Computer Basics, and other programs.