



THE MOST USEFUL KEYBOARD SHORTCUTS FOR POPULAR SERVICES

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The Most Useful Keyboard Shortcuts for Popular Services
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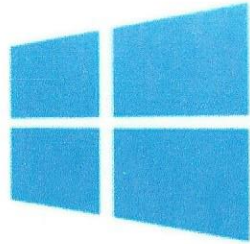
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Note for Mac Users

Replacing Ctrl with Cmd and Alt with Option should work on most applications.
We'll specify when it's not the case.

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Windows 7, 8 and 10

COMMON SHORTCUTS BETWEEN WINDOWS 7, 8, 8.1, 10

WINDOWS KEYS SHORTCUTS

1. **Win + R** : Open the Run box
2. **Win + E** : Open Windows Explorer
3. **Win + F** : Bring up the Search tool
4. **Win + M/Win + Shift + M** : Minimize/Maximize all windows to taskbar
5. **Win + Home** : Minimize all windows except the current one
6. **Win + 1-9** : Open the apps docked in the taskbar
7. **Win + Left/Right/Up/Down Arrow** : Dock the window to the left/right/top/bottom part of the screen
8. **Win + Left/Right** : On a dual monitor setup, send the window to the left/right monitor
9. **Win + L** : Lock desktop

GENERAL

1. **Ctrl + Shift + N** : Create a new folder
2. **Ctrl + Shift + Click** : Open a program as administrator
3. **Shift + Right-Click** : on a folder to open Command Prompt
4. **Win + Space** : Show desktop
5. **Shift + Click** : on a taskbar app to open a new window of the app
6. **Ctrl + Shift + Esc** : Open Task Manager

7. **Ctrl + C** : Copy selection
8. **Ctrl + X** : Cut selection
9. **Ctrl + Z** : Undo
10. **Alt + F4** : Exit the app

WINDOWS 8 AND 10 SHORTCUTS

1. **Windows + Period Key B (.)** : Snap an app to either side of the screen
2. **Win + W** : Search Settings
3. **Win + Tab** : Switch between open tabs
4. **Win + I** : Open the settings Charm
5. **Win + Shift + L** : Searches the Internet Explorer with clipboard text
6. **Win + D** : Show desktop
7. **Win + C** : Open Charms menu
8. **Win + Q** : Search installed apps

SUPER SPECIAL WINDOWS 10 SHORTCUTS

VIRTUAL DESKTOPS

1. **Win + Ctrl + D** : Create a new virtual desktop
2. **Win + Ctrl + F4** : Close the current virtual desktop
3. **Win + Ctrl + Left/Right** : Switch to the virtual desktop to the left/right

COMMAND PROMPT

1. **Ctrl + V/Shift + Insert** : Paste text
2. **Ctrl + C/Ctrl + Insert** : Copy the selected text
3. **Ctrl + A** : Select all text
4. **Ctrl + Up/Down** : Move one line up/down
5. **Ctrl + Page Up/Down** : Move one page up/down
6. **Ctrl + F** : Find

Related

Learn [how to make the most out of Windows 8 search](#).

1. **Ctrl + N** : Open a new window
2. **Ctrl + T** : Open a new tab
3. **Ctrl + L** : Highlight the URL bar
4. **Ctrl + Shift + N** : Open a new window in incognito (private) mode
5. **Ctrl + link click** : Open the link in a new tab
6. **Ctrl + Shift + T** : Reopen the last closed tab
7. **Ctrl + 1-8** : Switch to the tab at the specific position number on the tab strip.
8. **Ctrl + Tab/Ctrl + Page UP/Down (Ctrl + Tab for Mac)** : Cycle between the open tabs
9. **Ctrl + W** : Close the current tab
10. **Ctrl + Shift + W** : Close current window
11. **Ctrl + Shift + B** : Toggles the bookmarks bar on and off
12. **Ctrl + J (Cmd + Shift + J for Mac)** : Opens the Downloads page
13. **Ctrl + D** : Save webpage as bookmark
14. **Ctrl + (+) and (-)** : Zoom in and out of the page
15. **Ctrl + Shift + V (Cmd + Shift + Option + V for Mac)** : Paste content from clipboard without formatting

Related

Check out Guiding Tech's [Ultimate Chrome Productivity Guide](#).



Mozilla Firefox

1. **Ctrl + (+) and (-)** : Zoom in and out of the page
2. **Ctrl + L** : Highlight the URL bar
3. **Ctrl + Shift + V** : Paste content from clipboard without formatting
4. **Ctrl + W** : Close the current tab
5. **Ctrl + Shift + W** : Close current window
6. **Ctrl + Tab/Ctrl + Page Down (Control + Tab for Mac)** : Switches to the last tab
7. **Ctrl + Shift/Tab or Ctrl + Page Up (Control + Shift + Tab for Mac)** : Switches to the previous tab
8. **Ctrl + N** : Open a new Window
9. **Ctrl + T** : Open a new tab
10. **Ctrl + Shift + P** : Open a new window in private mode
12. **Space** : Scrolls down the page
13. **Home/End (Cmd + Up/Down Arrow for Mac)** : Go to the top/bottom of the page
14. **Ctrl + link click** : Open the link in a new tab
15. **Shift + link click** : Open the link in a new window

Related

Check out the [three best download managers for Firefox](#).

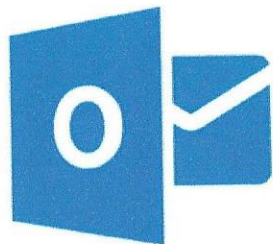


Safari for Mac

1. **Spacebar** : Scroll page down by a screenful
2. **Cmd + Left-Click on link** : Open the link in a new tab
3. **Option + Left-Click on link** : Download a file
4. **Cmd + Shift + Left/Right Arrow** : Cycle between open tabs
5. **Cmd + W** : Close the current tab
6. **Shift + Left-Click a link** : Save page to Reading List
7. **Cmd + D** : Add bookmark
8. **Cmd + H** : Hide Safari
9. **Cmd + N** : Open a new window
10. **Cmd + R** : Refresh page
11. **Cmd + T** : Show/home address toolbar
12. **Cmd + Option + E** : Empty cache
13. **Cmd + Option + L** : Open downloads
14. **Cmd + 1 – 9** : Load the corresponding bookmark from the favorites bar.
15. **Cmd + ;** : Load preferences

Related

Check out [8 Safari extensions for improved productivity](#).

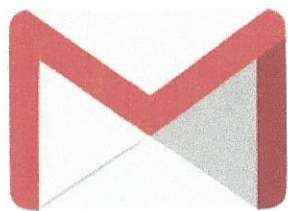


Microsoft Outlook for Windows

1. **Ctrl + Shift + I** : Switch to Inbox
2. **Ctrl + Shift + O** : Switch To Outbox
3. **CTRL + TAB** (with focus on the To line) and then **TAB** to the accounts button to switch between accounts
4. **Ctrl + R** : Reply to a message
5. **Ctrl + N** : Compose a new message
6. **Up/Down Arrow** : Go to next/previous message
7. **Ctrl + Shift + R** : Reply all to a message
8. **Ctrl + Shift + M** : Compose New Message
9. **Ctrl + Shift + C** : Add New Contact
10. **Ctrl + R** : Reply
11. **Ctrl + Shift + R** : Reply to All
12. **Ctrl + F** : Forward an Email
13. **Ctrl + Q** : Mark messages as read

Related

Learn [how to sync Google Calendar with Outlook](#) and [how to shutdown Windows PC remotely using Outlook](#).



Gmail for Web

HOW TO TURN ON SHORTCUTS IN GMAIL

Click the *gear* icon and from *Settings* turn on *Keyboard shortcuts*.

Click *Save Changes* before exiting.

ON THE GMAIL HOMESCREEN

1. **Left/Right Arrow** : To switch between the sidebar or email conversation view
2. **Up/Down Arrow** : Move to the next/previous item
3. **Enter** : Select
4. **C** : Compose a new message

IN THE COMPOSE WINDOW

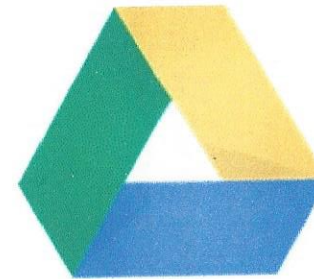
5. **Ctrl + Enter** : Send message
6. **Ctrl + Enter** : Move to the next compose window

CONVERSATION VIEW

- 7. **E** : Archive the message
- 8. **R** : Reply
- 9. **A** : Reply all
- 10. **F** : Forward
- 11. **#** : Delete (move the email to Trash)
- 12. **L** : Label the email
- 13. **Shift + I/U** : Mark as read/unread
- 14. **N/P** : View the next/previous message in the conversation

Related

Check out our [guide to mastering Gmail search](#) and learn [how to quickly switch between email signatures](#).



Google Drive

1. **Shift + T** : Create a new document
2. **Shift + P** : Create a new presentation
3. **Shift + S** : Create a new spreadsheet
4. **Shift + F** : Create a new folder
5. **/** : Search your Drive
6. **Ctrl + /** : Bring up the most commonly used keyboard shortcuts
7. **G** then **N** : Go to the navigation panel
8. **G** then **L** : Go to the items view
9. **V** : Switch between grid and list view
10. **X** : Select or deselect item
11. **N** : Rename selected item
12. **.** (**dot**) : Share selected items
13. **Z** : Move selected items to a new folder
14. **S** : Star/unstar selected items
15. **Shift + Down/Up/Left/Right Arrow** : Extend selection down/up/left/right

Related

Check out the [five cool things you didn't know Google Drive could do](#) and the [five fantastic Chrome apps for Google Drive](#).



Google Docs

1. **Ctrl + K** : Insert or edit link
2. **Ctrl + F** : Find
3. **Ctrl + H** (**Cmd + Shift + H** for Mac) : Find and replace
4. **Ctrl + Shift + C** : Word count
5. **Ctrl + Enter** : Insert page break
6. **Ctrl + Alt + V** : Paste text with formatting
7. **Ctrl + Space** OR **Ctrl + ** : Clear text formatting
8. **Shift + Arrow Keys** : Nudge image by pixel
9. **Arrow Keys** : Nudge image up, down, left, or right
10. **Ctrl + Alt + M** : Insert comment
11. **Ctrl + Alt + F** : Insert footnote
12. **Shift + Left/Right Arrow** : Extend text selection one character
13. **Shift + Up/Down Arrow** : Extend selection one line
14. **Control + Shift + Left/Right Arrow** : Extend selection one word

Related

Learn [how to get started with Google Docs Add-ons](#) and check out [5 superb Docs add-ons for writers](#).



Google Sheets

1. **Ctrl + Space** (**Ctrl + Space** for Mac as well) : Select column
2. **Shift + Space** : Select row
3. **Ctrl + Shift + V** : Paste values only
4. **Shift + F11** : Insert new sheet
5. **Alt + Shift + 6** : Remove borders
6. **Alt + Shift + 7** : Apply outer border
7. **Home/End** (**Fn + Left/Right Arrow** for Mac) : Move to the beginning/end of row
8. **Ctrl + Home/End** (**Cmd + Fn + Left/Right Arrow** for Mac) : Move to the beginning/end of sheet
9. **Ctrl + Shift + 1/4/5** : Format as decimal/currency/percentage
10. **Alt + I** (**Ctrl + Option + I** for Mac), then **R** : Insert a row above in Google Chrome
11. **Alt + I** (**Ctrl + Option + I** for Mac), then **W** : Insert a row below in Google Chrome
12. **Alt + I** (**Ctrl + Option + I** for Mac), then **C** : Insert a column to the left in Google Chrome
13. **Alt + I** (**Ctrl + Option + I** for Mac), then **G** : Insert a column to the right in Google Chrome
14. **Ctrl + H** (**Ctrl + Shift + H** for Mac) : Find and replace
15. **Ctrl + Backspace** : Scroll to active cell

Related

Learn about [two ways to remove duplicates in Google Sheets](#) and [how to restrict cell editing](#).

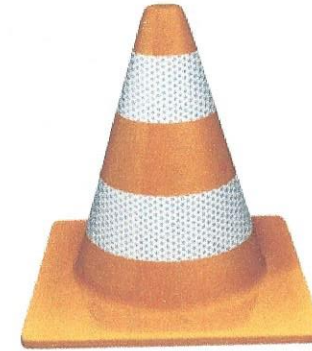


Google Slides

1. **Ctrl + M (Ctrl + M for Mac as well)** : New slide
2. **Ctrl + D** : Duplicate
3. **Ctrl + Alt + C** : Copy formatting of the selected text or shape
4. **Ctrl + Alt + V** : Paste formatting of the selected text or shape
5. **Page Up/Up Arrow** : Move to previous slide
6. **Page Down/Down Arrow** : Move to next slide
7. **Home/End** : Move to the first/last slide
8. **Ctrl +Up/Down Arrow** : Move slide up/down
9. **Ctrl + Shift + Up/Down Arrow** : Move slide to beginning/end
10. **Ctrl + F5 (Cmd + Enter for Mac)** : Present Slides
11. **Ctrl + Shift + F5 (Cmd + Shift + Enter for Mac)** : Present Slides from beginning

Related

Check out [5 online PowerPoint alternatives that work.](#)

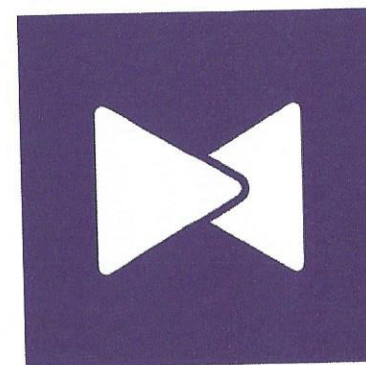


VLC Media Player

1. **F** (**Cmd + F** for Mac) : Fullscreen
2. **Space** : Pause
3. **V** (**S** for Mac) : Subtitles on/off
4. **Ctrl + Up Arrow/Down Arrow** : Increase/decrease volume
5. **A** : Change Aspect Ratio
6. **Ctrl + Left/Right** : Fast forward (10 seconds)
7. **Ctrl + Alt + Left/Right** : Fast forward (1 minute)
8. **M** (**Cmd + Alt + Down Arrow** for Mac) : Mute
9. **+/-** (**Cmd + +/-** for Mac) : Play faster/slower
10. **N/P** (**Cmd + Right/Left Arrow** for Mac) : Play next/previous in the playlist
11. **S** (**Cmd + .** for Mac) : Stop playback
12. **Ctrl + O** : Open file
13. **G/H** : Decrease/Increase subtitle delay
14. **J/K** : Decrease/Increase audio delay
15. **Shift + S** : Take a screenshot of playing screen

Related

Check out Guiding Tech's [Ultimate Guide to VLC Media Player](#).



KMPlayer for Windows

1. **Ctrl + O** : Open files
2. **Ctrl + U** : Open URL
3. **Spacebar** : Play
4. **Page Down** : Next
5. **5** : Fullscreen
6. **Right/Left Arrow** : Forward/rewind 5 Seconds
7. **Ctrl + Right/Left Arrow** : Forward/rewind 30 Seconds
8. **Ctrl + Alt + Right/Left Arrow** : Forward/rewind 10 Minutes
9. **Up/Down Arrow** : Increase/decrease audio volume
10. **M** : Mute
11. **Ctrl + Z** : Close playing file
12. **Alt + O** : Load subtitle
13. **Alt + X** : Show or hide subtitles
14. **Alt + Q** : Load subtitle editor
15. **Alt + F1/F2/F3** : Increase, decrease or reset subtitle font size

Related

Learn [how to easily sync subtitles and videos in KMPlayer](#).



Windows Media Player

1. **Alt + Enter** : Fullscreen
2. **Ctrl + 1** : Switch to Player Library
3. **Ctrl + 2** : Switch to skin mode
4. **Ctrl + 3** : Switch to now playing mode
5. **Ctrl + B/F** : Previous/Next
6. **Ctrl + O** : Open file
7. **Ctrl + S** : Stop playback
8. **Ctrl + Shift + B** : Restart video
9. **Ctrl + Shift + C** : Turn off subtitles
10. **Ctrl + Shift + F** : Fast forward through video or music
11. **Ctrl + Shift + G/S** : Play at fast/slow speed
12. **F7** : Mute
13. **F8/F9** : Decrease/increase volume

Related

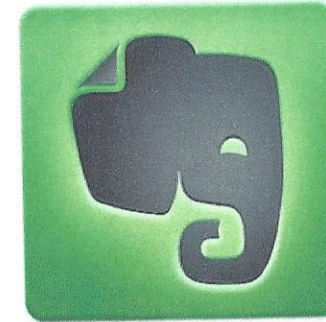
Learn [how to remember last played video position](#) in Windows Media Player and [how to apply skins to the app](#).



1. **Enter (Return)** : Play the selected track
2. **Ctrl + Alt + Right/Left** : Move forward/backward within a song
3. **Shift + Left/Right** : Play the next/previous album
4. **Left/Right** : Play the next/previous song
5. **Ctrl + Shift + N** : Create a new playlist (of selected songs)
6. **Ctrl + Alt + N** : Create a new smart playlist
7. **Ctrl + N** : Create a new playlist
8. **Ctrl + O** : Add new files to library
9. **Ctrl + Up/Down Arrow** : Increase/decrease volume
10. **Spacebar** : Start/stop playing the selected song

Related

Learn about [4 ways to listen to the same iTunes library on multiple computers](#) and [how to move an iTunes library to a new computer](#).



Evernote

1. **F9** : Sync notebooks with Evernote server
2. **Ctrl + N** : Create a new note
3. **Ctrl + Shift + N** : Create a new notebook
4. **Ctrl + Q** : Exit Evernote (as opposed to just minimizing it to the tray)
5. **F6 (Cmd + Option + F for Mac)** : Search
6. **Ctrl + Shift + T (Control + Cmd + T)** : Create a new tag
7. **Ctrl + F8** : Display/hide note editing toolbar
8. **Up/Down arrow** : Previous/Next note
9. **Ctrl + Shift + B (Cmd + Shift + U for Mac)** : Bulleted list
10. **Ctrl + Shift + O (Cmd + Shift + O for Mac)** : Numbered list
11. **Ctrl + Space (Cmd + Shift + F for Mac)** : Clear formatting
12. **Ctrl + K** : Add link

Related

Check out the [top 10 apps and plugins for saving anything directly to Evernote](#) and learn [how to search Evernote like a pro](#).



Picasa

1. **F11** : Fullscreen
2. **E (Cmd + 3 for Mac)** : Edit the selected photo in Picasa
3. **Ctrl + 4 (Cmd + 4 for Mac)** : Start a slideshow
4. **Ctrl + Enter (Ctrl +Enter for Mac as well)** : Locate the photo in Windows Explorer
5. **Ctrl + R (Ctrl +R for Mac as well)** : Rotate image
6. **Ctrl + Shift + H/V (Ctrl +Shift +H/V for Mac as well)** : Flip image horizontally/vertically
7. **Ctrl + Shift + B (Ctrl +Shift +B for Mac as well)** : Add black and white effect
8. **Ctrl + E** : Email selected photos
9. **Ctrl + T** : Tag selected photos
10. **+/-** : Zoom in/out
11. **8 (Spacebar for Mac)** : Toggle star (favorite)

Related

Learn how to transfer photos from [Picasa To Facebook](#) and how to upload photos from [Picasa to Flickr](#).



Irfanview

1. **B** : Batch conversion/rename
2. **C** : Capture dialog
3. **D** : Delete
4. **E** : Show EXIF data
5. **H** : Horizontal flip
6. **I** : Show image information
7. **W** : Slideshow
8. **F9** : Start OCR plugin
9. **Shift + A** : Slideshow
10. **Ctrl + T** : Insert text into selection
11. **Shift + Y** : Red eye reduction

Related

Check out [our in-depth guide to Irfanview](#) and learn more about what makes it a must-have app.



Microsoft Paint

1. **Alt-F** : Opens the File menu
2. **Ctrl + A** : Select entire canvas
3. **Ctrl + Y** : Redo action
4. **Ctrl + E** : Shows image properties
5. **Ctrl + G** : Toggles grid lines
6. **Ctrl + P** : Print the picture
7. **Ctrl + R** : Show or hide the ruler
8. **Ctrl + W** : Open the Resize and Skew dialog box
9. **Ctrl + N** : Create a new picture
10. **Ctrl + O** : Open a picture
11. **Ctrl + S** : Save changes to a picture
12. **Ctrl + Page Up** : Zoom in
13. **Ctrl + Page Down** : Zoom out
14. **Right/Left/Down/Up Arrow** : Move the selection or active shape Right/Left/Down/Up by one pixel

Related

Learn how to [draw accurate line, circles and other shapes in MS Paint](#) and [4 clever tricks for adding effects to Images](#).

About Guiding Tech

[Guiding Tech](#) is a blog that publishes descriptive how-to articles, guides, lists and tips that make the life of an everyday computer and mobile phone user easier and fun.

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About the author



Khamosh Pathak is a staff writer at Guiding Tech and has a passion for all things tech. He loves keeping himself abreast with the latest developments in the field of personal technology and has fun writing about them.

He's also a podcast freak and a wine aficionado. When not indulging in geeky stuff, he can be found reading a book on his Kindle Paperwhite or biking around the city while listening to his favorite podcasts.