

The basics shortcuts (Windows)

- **Ctrl + A:** Select all items in a window.
- **Ctrl + C** or **Ctrl + Insert:** Copy selected or highlighted item (e.g. text, images and so on).
- **Ctrl + V** or **Shift + Insert:** Paste selected or highlighted item.
- **Ctrl + X:** Cut selected or highlighted item.
- **Ctrl + Z:** Undo previous action.
- **Ctrl + Y:** Redo action.
- **Ctrl + N:** When File Explorer is your current window, open a new File Explorer window with the same folder path as the current window.
- **Windows key + F1:** Open «how to get help in Windows 10» Bing search in default browser.
- **Alt + F4:** Close the current app or window.
- **Alt + Tab:** Switch between open apps or windows.
- **Shift + Delete:** Delete selected item permanently (skip the Recycle Bin).