KONEKT

Keyboard shortcuts to enhance workstation ergonomics

Category	Short cut	Description
Editing	Ctrl + X	Cut selected text / items
Editing	Ctrl + C	Copy selected text / items
Editing	Ctrl + V	Paste selected text / items
Editing	Windows + V	Gives you clipboard history for earlier cut/copy options
Editing	Ctrl + Z	Undo last action/s
Editing	Ctrl + Y	Redo the last action/s performed
Editing	Ctrl + F	Find text within a document
Editing	Ctrl + H	Allows you to find a word or phrase and replace with another
Editing	F7	Spell and grammar check
Editing	Ctrl + A	Select all text
Editing	Windows + .	Opens the emoji menu
Font editing	Ctrl + B	**Bold** highlighted section
Font editing	Ctrl + I	*Italicise* highlighted section
Font editing	Ctrl + U	<u>Underline</u> highlighted section
Font editing	Fn + Shift + F3	Change between lowercase, UPPERCASE, and Capitalise Each Word
Navigation	Alt + Tab	Circle through open applications
Navigation	Alt + Shift + Tab	Cycles backward through open applications (reverse order)
Navigation	Windows Key + Tab	Opens task view
Navigation	Windows Key + Up Arrow	Moves the window up
Navigation	Windows Key + Down Arrow	Moves the window down
Navigation	Windows Key + (+/-)	Opens magnifier and zooms in/out
Navigation	Ctrl + Home or End	Sends your cursor to the beginning or end of a document
Reviewing multiple windows at once	Windows Key + Left or Right Arrow	Enables users to snap windows to either side of the screen so multiple programs / docs can be opened on a single screen
Reviewing multiple windows at once	Windows Key + Down Arrow	Enables users to revert a maximised window back to its original size or minimise it altogether if used a second time.
Reviewing multiple windows at once	Windows Key + Shift + Left or Right Arrow	Moves the active window to the left or right monitor (if using multiple monitors)
Reviewing multiple windows at once	Windows + D	Minimises all open windows
Advanced	Ctrl + T	Opens a new browser tab
Advanced	Ctrl + Shift + T	Resurrects a recently closed browser
Advanced	Windows Key + L	Secures your workstation instantly
Advanced	Windows + Shift + S	For capturing screengrabs - freezes screen immediately and opens the snipping tool