

# Microsoft Ergonomic Keyboard cheat sheet

## Ergonomic Keyboard specific

Emoji	Add emojis quickly
Win + .	Same as Emoji key above
Office + W	Open Microsoft Word
Office + X	Open Microsoft Excel
Office + O	Open Microsoft Outlook
Office + P	Open Microsoft PowerPoint
Office + T	Open Microsoft Teams
Office + D	Open OneDrive in File Explorer
Office + N	Open OneNote

To use the Office key or the Emoji key on this keyboard, you'll need a PC that's running Windows 10 Version 1903 or later, or Windows 11.

## Customizing the keyboard

You can customize media keys and easily access your favorite apps with hotkeys. To do this, you need to download the Microsoft Mouse and Keyboard Center application [here](#).

## General

F1	Display Help
F2	Renames selected item
F3	Search for file or folder
F10	Activate the menu bar in the active program
Ctrl + A	Select all items in a document or window
Ctrl + C	Copy a selected item
Ctrl + D	Add a webpage to your favorites
Ctrl + J	Open Download Manager
Ctrl + L	Highlight the text in the Address bar
Ctrl + V	Paste the selected item
Ctrl + X	Cut the selected item
Ctrl + Z	Undo an action
Ctrl + Y	Redo an action
Ctrl + P	Print
Ctrl + Esc	Open the Start Menu
Ctrl + Right arrow	Move the cursor to the beginning

of the next word

Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Shift + Arrow keys	Select a block of text
Ctrl + Arrow keys + Space	Select multiple individual items in a window or on the desktop
Ctrl + Wheel up and wheel down	Change the size of icons on the desktop
Ctrl + Alt + Tab	Use the arrow keys to switch between open items
Ctrl + Shift + Esc	Open task manager
Alt	Show the menu bar. After you make a selection, the menu bar goes away
Alt + Home	Go to your homepage
Alt + C	View your favorites, feeds, and browsing history
Alt + F4	Close the active item, or exit the active program
Alt + Space	Open the shortcut menu for the active window
Alt + Tab	Switch between open programs
Shift + Del	Delete selected item without moving it to the recycle bin first/permanent delete
Shift + Arrow keys	Select more than one item in a window or on the desktop or select text within a document
Shift + F10	Opens a shortcut menu for the selected items (like right clicking on a mouse)
Win	Opens start menu
Win + D	Clear away everything and show desktop. Press again to restore windows
Win + E	Open Windows Explorer
Win + F	Find files or folders
Win + M	Minimize all windows
Win + Down arrow	Minimize the window

Win + Up arrow	Maximize the window
Win + L	Lock the computer (without using Ctrl + Alt + Delete)
Shift + Win + M	Undo minimize all
Win + Tab	Cycle through task bar buttons
Win + F1	Open Windows operating system's help page (in Microsoft Edge)

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More information: [defkey.com/hi/microsoft-ergonomic-keyboard-shortcuts](https://defkey.com/hi/microsoft-ergonomic-keyboard-shortcuts)

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