

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/microsoft-ergonomic-keyboard-shortcuts

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