

Shortcuts & Modifier Key Guide

A collection of useful keyboard shortcuts that work across **Windows, text editors, terminals, and file explorers.**

Modifier keys are keys you hold while performing another action.

Common modifier keys include:

- **CTRL**
- **ALT**
- **SHIFT**
- **CMD** (Mac - ignored in this guide for simplicity)
- **Fn**

These shortcuts are designed to work in **most text editors, terminals, browsers, and common applications.**

Text Entry & Navigation

CTRL — Word-Level Navigation

Holding **CTRL** changes many actions from working on a **single character** to working on a **whole word**.

Shortcut	Function
CTRL + Left / Right	Move cursor one word at a time
CTRL + Backspace	Delete the previous word
CTRL + Delete	Delete the next word
CTRL + Up / Down	Move cursor one paragraph at a time
CTRL + Home	Move to the start of a document
CTRL + End	Move to the end of a document
CTRL + Space	Remove formatting from selected text
CTRL + Enter	Insert page break (Word and similar editors)
CTRL + Click	Highlight an entire sentence

SHIFT — Text Selection Modifier

SHIFT is commonly used to **highlight text** and modify existing commands.

Shortcut	Function
SHIFT + Arrow Keys	Highlight text
CTRL + SHIFT + V	Paste text without formatting
SHIFT + Enter	Insert a new line without submitting a form or creating extra spacing

Example: Useful in comment boxes or the Google search bar.

Fn Key Shortcuts

Some keyboards use the **Fn key** for navigation shortcuts.

Shortcut	Function
Fn + Left	Home
Fn + Right	End
Fn + Up	Page Up
Fn + Down	Page Down

Tab Key

Shortcut	Function
TAB	Indent bullet point
SHIFT + TAB	Remove one indent level

Mouse Shortcuts

Action	Result
--------	--------

Double-click	Highlight an entire word
Triple-click	Highlight an entire sentence, paragraph, or field
Double-click + drag	Highlight multiple words
Triple-click + drag	Highlight multiple paragraphs
CTRL + Click + drag	Highlight text sentence-by-sentence
Drag highlighted text	Move highlighted text
Drag highlighted text to another app	Copy text between programs

File Explorer Shortcuts

File Drag Actions

Shortcut	Action
CTRL + Drag file	Copy file
SHIFT + Drag file	Move file
ALT + Drag file	Create shortcut
CTRL + SHIFT + Drag	Create shortcut

File Selection

Shortcut	Action
CTRL + Click	Select or deselect individual files
Drag selection box	Select multiple files
CTRL + Drag selection	Add files to selection
SHIFT + Drag selection	Add files to selection

Navigation

Shortcut	Action
----------	--------

Arrow Keys	Move selection
CTRL + Arrow Keys	Move active file without losing selection
Space (or CTRL + Space)	Add file to selection

Browser & Tab Shortcuts

These shortcuts work in **File Explorer, browsers, and many programs.**

Shortcut	Action
CTRL + T	Open new tab
CTRL + W	Close tab
CTRL + TAB	Next tab
CTRL + SHIFT + TAB	Previous tab
CTRL + N	Open new window

CTRL + W also closes the **current document** in programs like **Microsoft Word.**

Process Control

Shortcut	Action
CTRL + C	Stop running process or script

Miscellaneous Windows Shortcuts

Shortcut	Function
CTRL + ALT + TAB	Window switcher that stays open
Win + SHIFT + S	Open Snipping Tool
Win + P	Open display projection menu
Win + ;	Emoji & clipboard panel

Shortcut	Function
CTRL + SHIFT + V	Paste without formatting

Tips

These shortcuts help you:

- Edit text faster
- Navigate documents efficiently
- Manage files quickly
- Use terminals more effectively
- Improve general productivity

The **text navigation shortcuts** (CTRL + arrows and CTRL + backspace) are some of the most powerful and widely supported shortcuts across applications.

Revision #7

Created 2026-03-10 19:38:36 UTC by Jeremy Romain

Updated 2026-03-10 19:56:20 UTC by Jeremy Romain