

Windows Keyboard Shortcuts

Small Shortcuts, Big Time Savings

Housing authority teams juggle emails, tenant files, HUD systems, and spreadsheets all day—so every click counts. These quick Windows keyboard shortcuts help you move faster, stay organized, and reduce repetitive work. A few minutes saved each day adds up fast across your whole team.

Task	Key Combination	Notes
Save	Ctrl + S	Make this a habit. It prevents lost work when updating tenant records, writing reports, or editing spreadsheets.
Find	Ctrl + F	Search long documents or webpages instantly. A search bar appears—type and then jump between matches using <i>Enter</i> .
Copy	Ctrl + C	Places a copy of the highlighted text in the clipboard, a temporary holding place for copy or cut data.
Cut	Ctrl + X	Removes the highlighted text and places it in the clipboard.
Paste	Ctrl + V	Places the last thing added to the clipboard.
Undo	Ctrl + Z	Undo the last action done in the program.
Switch Between Open Programs	Alt + Tab	This will toggle between the programs you have open.
Lock Computer	Windows Key + L	Locks computer to the login screen.
Open File Explorer	Windows Key + E	Opens computer files.
Open new browser tab	Ctrl + T	Opens a new tab in the browser.
Close Current Tab	Ctrl + W	Closes the currently selected tab.
Reopen Closed Tab	Ctrl + Shift + T	No more frustration when a tab is accidentally closed.
Add .com to address bar	Ctrl + Enter (in browsers)	When typing in a website to the address bar, hit Ctrl + Enter to add .com faster
Bold Text	Ctrl + B	Bold Selected Text
Italicize Text	Ctrl + I	Italicize Selected Text
Underline Text	Ctrl + U	Underline Selected Text
Move Word by Word	Ctrl + Arrow Keys	Move the cursor between words rather than individual characters.
Highlight Text	Ctrl + Shift + Arrows	Highlight word by word with your keyboard.
Shift + Delete	Delete Permanently	This bypasses the Recycle Bin. Use with caution.

Final Takeaway

A few smart keyboard shortcuts can make everyday tasks faster, easier, and more accurate. They reduce repetitive strain, support safer workflows, and help housing authority teams stay efficient—even during the busiest days. Try choosing just three shortcuts to practice this week. By the end of the week, they'll feel natural—and you'll be more productive with less effort.