# Survival Guide for PC Users

## Global shortcuts

Move clockwise: **Tab**

Move anti-clockwise: **Shift + Tab**

Swap between open applications: **Alt + Tab**

View all active applications: **Windows + tab**

Navigate taskbar: **Windows + T**

Open first icon on taskbar: **Windows + 1**

Open second icon on taskbar: **Windows + 2 (and so on)**

Close active window: **Alt + F4**

Emoji menu: **Windows + .**

Full-screen view: **Alt + spacebar followed by X**

Move current app. to next monitor **Windows + Shift followed by L/R Arrows**

## Zoom

Mute/unmute audio: **Alt + A**

Mute/unmute everyone (host): **Alt + M**

Stop/start video: **Alt + V**

Open chat: **Alt + H**

Open share screen window: **Alt + S**

Start/stop local recording: **Alt + R**

Start/stop cloud recording: **Alt + C**

Raise/lower hand: **Alt + Y**

## Teams

First app (e.g. Activity or Chat): **Ctrl + 1**

Second app: **Ctrl + 2 (and so on)**

New chat: **Ctrl + N**

Go to search bar: **Ctrl + E**

Mute audio: **Ctrl + Shift + M**

Turn camera off: **Ctrl + Shift + O**

## Outlook

Move clockwise between panes: **Ctrl + Tab**

Move anti-clockwise between panes: **Shift + Ctrl + Tab**

Open calendar window: **Ctrl + 2**

Open mail window: **Ctrl + 1**

Forward an email: **Ctrl + F**

Find text/item: **Shift + Ctrl + F**

Reply: **Ctrl + R**

Reply all: **Ctrl + Shift + R**

Insert signature: **Alt + N then Alt + AS**

Send email: **Alt + S**

Close an email: **Escape**

Go to inbox: **Ctrl + Shift + I**

## Excel

Edit cell: **F2**

End of range: **End + arrow keys**

Select all: **Ctrl + A**

## Edge, Chrome and Firefox Browsers

New tab: **Ctrl + T**

Go to a specific tab: **Ctrl + number of tab (eg Ctrl + 1)**

Close tab: **Ctrl + W**