



Below is a **practical reference list of common computer keyboard keys**, including their **symbol (if any), what they do, and useful shortcuts**. Most shortcuts apply to **Windows PCs**, though many are similar on Mac (using  Command instead of Ctrl). 

Common Computer Keyboard Keys

Key	Symbol	Description	Useful Shortcuts
Escape	Esc	Cancels an operation, closes dialogs or exits full-screen.	Esc closes many pop-ups or menus.
Function Keys	F1–F12	Special keys used for system or program functions.	F1 Help, F2 Rename file, F5 Refresh page, F11 Full screen.
Tab	→	Moves cursor to next field or indentation.	Tab cycles through form fields.
Caps Lock	⇧	Toggles uppercase typing on/off.	No major shortcuts.
Shift	⇧	Types uppercase letters or top symbol on keys.	Shift + Delete permanent delete.
Control	Ctrl	Modifier key used with others for commands.	Ctrl + C , Ctrl + V , Ctrl + Z etc.
Alt	Alt	Alternate command modifier.	Alt + Tab switch programs.
Windows Key	⊞	Opens Windows Start menu and shortcuts.	Win + D show desktop, Win + L lock PC.
Menu Key	≡	Opens context menu (like right-click).	Useful for keyboard navigation.
Enter / Return	↵	Executes command or starts new line.	Confirm dialog boxes.
Spacebar	␣	Inserts a space between words.	Scrolls page in some apps.
Backspace	⌫	Deletes character to the left.	Ctrl + Backspace delete word.
Delete	Del	Deletes character to the right or selected item.	Shift + Delete permanent delete.
Insert	Ins	Toggles insert/overwrite typing mode.	Rarely used today.
Home	Home	Moves cursor to start of line/document.	Ctrl + Home start of document.
End	End	Moves cursor to end of line/document.	Ctrl + End end of document.
Page Up	PgUp	Scrolls page up.	Faster navigation.
Page Down	PgDn	Scrolls page down.	Faster navigation.
Arrow Keys	↑ ↓ ← →	Move cursor or navigate menus.	Used in games, navigation etc.
Print Screen	PrtSc	Takes screenshot of screen.	Win + PrtSc save screenshot.
Scroll Lock	ScrLk	Old feature controlling scrolling behaviour.	Rarely used today.
Pause / Break	Pause	Pauses screen output (legacy use).	Rarely used today.

Number & Symbol Keys

Key	Symbol	Description
Number Keys 0–9		Used for numbers and top symbols.
Exclamation	!	Emphasis or commands.
At	@	Used in email addresses.
Hash / Pound	#	Tags, numbers, programming.
Dollar	\$	Currency symbol.
Percent	%	Percentage.
Caret	^	Exponent or special command.
Ampersand	&	Means “and”.
Asterisk	*	Multiplication or wildcard.
Parentheses	()	Grouping expressions.

Punctuation Keys

Key	Symbol	Description
Hyphen / Dash	-	Joins words or subtraction.
Underscore	_	Often used in file names.
Equals	=	Mathematical equality.
Plus	+	Addition or combination.
Brackets	[]	Programming and lists.
Braces	{ }	Programming blocks.
Semicolon	;	Separates clauses/code.
Colon	:	Introduces lists or times.
Apostrophe	'	Possession or quotes.
Quotes	"	Speech or strings in code.
Comma	,	Separates list items.
Period	.	End of sentence or decimal.
Slash	/	File paths, fractions.
Backslash	\	Used in file paths (Windows).
Pipe		Programming operator.
Less Than	<	Comparison.
Greater Than	>	Comparison.
Question Mark	?	Used in questions.

Very Useful Keyboard Shortcuts


Shortcut	Function
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut

Shortcut	Function
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Ctrl + S	Save
Ctrl + P	Print
Ctrl + F	Find text
Ctrl + T	New browser tab
Ctrl + W	Close tab
Alt + Tab	Switch programs
Alt + F4	Close program
Win + D	Show desktop
Win + E	Open File Explorer
Win + L	Lock computer



Tip:

Learning just **10–15 shortcuts** (copy, paste, undo, tab switching, screenshot) can make you **2–3× faster on a computer**.

Below is a **quick visual-style guide to keyboard power use**—including shortcuts, Mac equivalents, and common programming symbols. 

1. Keyboard Layout (Labelled Overview)

Esc	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	
`	1	2	3	4	5	6	7	8	9	0	-	=	Backspace
Tab	Q	W	E	R	T	Y	U	I	O	P	[]	\
Caps	A	S	D	F	G	H	J	K	L	;	'	Enter	
Shift	Z	X	C	V	B	N	M	,	.	/	Shift		
Ctrl	Win/⌘	Alt/⌥		Space		Alt/⌥	Menu	Ctrl					

Key groups

- **Function keys:** F1–F12 (special actions)
- **Modifier keys:** Ctrl / Alt / Shift / Cmd
- **Navigation keys:** Arrow keys, Home, End, PgUp, PgDn
- **Typing keys:** letters, numbers, punctuation

2. Hidden Power-User Shortcuts (Most People Don't Know)

Navigation & Editing

Shortcut	What it does
Ctrl + Backspace	Delete previous word
Ctrl + Delete	Delete next word
Ctrl + Arrow	Jump word by word
Shift + Arrow	Select text

Window Control

Shortcut	What it does
Win + V	Clipboard history
Win + Shift + S	Screenshot tool
Alt + Tab	Switch apps
Win + Arrow keys	Snap windows

Browser Power Tricks

Shortcut	What it does
Ctrl + Shift + T	Reopen closed tab
Ctrl + L	Jump to address bar
Ctrl + Tab	Next tab
Ctrl + Shift + Tab	Previous tab

3. Mac Keyboard Equivalents

Windows	Mac Equivalent	Action
Ctrl	⌘ Command	Main shortcut key
Alt	⌥ Option	Alternate functions
Windows key	⌘ Command	System shortcuts
Ctrl+C	⌘ + C	Copy
Ctrl+V	⌘ + V	Paste
Ctrl+Z	⌘ + Z	Undo
Alt+Tab	⌘ + Tab	Switch apps
Ctrl+Backspace	⌥ + Delete	Delete previous word

4. Programming Keyboard Symbols Explained

Symbol	Name	Used in Programming
()	Parentheses	Functions, conditions
{ }	Curly braces	Code blocks
[]	Square brackets	Arrays, indexing
< >	Angle brackets	HTML tags, generics
;	Semicolon	Statement end
:	Colon	dictionaries, labels
=	Assignment	set variable value
==	Equality	comparison
!=	Not equal	comparison
&&	Logical AND	conditions
!	Logical NOT	negation
->	Arrow	functions, lambdas
#	Hash	comments or directives
@	At symbol	decorators, annotations



Little-known keyboard tricks

- **Hold Alt and drag text** (Windows) → column text selection
- **Ctrl + Shift + Arrow** → select entire words quickly
- **Shift + Click** → select a large block of text instantly
- **Alt + F4** → instantly close current window

Power Key Symbol

Symbol:

This symbol represents **power on/off**.

Meaning


The design comes from combining:

- | (**line**) = power **ON**
- o (**circle**) = power **OFF**

These originate from **binary concepts (1 and 0)** used in computing.

The combined icon indicates a **toggle between on and off**.

Other Power-Related Symbols

Symbol	Meaning	Usage
<input type="checkbox"/>	Power	Turn device on/off
○	Power off	Fully shut down
<input type="checkbox"/>	Power on	Turn on
<input type="checkbox"/>	Standby	Sleep / low power
	Battery	Power status

Where You See It

- Computer keyboards
- Laptop power buttons
- TVs and monitors
- Game consoles
- Phones and tablets

The symbol was standardized by the **International Electrotechnical Commission (IEC)**.