Function keys (F keys) F1-F12

F1
- Used as the help key in almost every program. Opens a help screen when this key is pressed.
- Enter CMOS setup.
- Windows Key + F1 would open the Microsoft Windows help and support center.
- Open the Task Pane.

F2
- In Microsoft Windows, renames a highlighted icon, file, or folder in all versions of Windows.
- In Microsoft Excel, edits the active cell.
- Alt+Ctrl+F2 opens document window in Microsoft Word.
- Ctrl+F2 displays the print preview window in Microsoft Word.
- Quickly rename a selected file or folder.
- Enter CMOS setup.

F3
- Often opens a search feature for many programs, including Microsoft Windows when at the Windows desktop.
- In some programs, after an initial search is performed, F3 will find the next search value.
- In MS-DOS or Windows command line, F3 repeats the last command entered.
- In Microsoft Word Ctrl+F3 will lowercase any highlighted text.
- Shift+F3 will change the text in Microsoft Word from upper to lowercase or a capital letter at the beginning of every word.
- Windows Key + F3 opens the Advanced find window in Microsoft Outlook.
- In Windows Explorer, start the search function.
- Open Mission Control on an Apple computer running macOS X.

F4
- Open find window in Windows 95 to XP.
- Open the address bar in Windows Explorer and Internet Explorer.
- Repeat the last action performed (Word 2000+).
- Alt+F4 closes the program window currently active in Microsoft Windows.
- Ctrl+F4 closes the open window or tab in the active window in Microsoft Windows.

F5
- In all modern Internet browsers, pressing F5 will refresh or reload the page or document window.
- Ctrl+F5 forces a complete refresh of the web page, clearing the cache and downloading all contents of the page again.
- Refresh the list of contents in a folder.
- Open the find, replace, and go to window in Microsoft Word.
- Starts a slideshow in PowerPoint.

F6
- Move the cursor to the address bar in Internet Explorer, Mozilla Firefox, and most other Internet browsers.
- Ctrl+Shift+F6 opens to another open Microsoft Word document.
- Reduce laptop speaker volume (on some laptops).

F7
- Commonly used to spell check and grammar check a document in Microsoft programs such as Microsoft Word, Outlook, etc.
- Shift+F7 runs a Thesaurus check on the word highlighted.
- Turns on Caret Browsing in Mozilla Firefox.
- Increase laptop speaker volume (on some laptops).

F8
- Function key used to enter the Windows startup menu, commonly used to access Windows Safe Mode.
- Used by some computers to access the Windows recovery system, but may require a Windows installation CD.
- Displays a thumbnail image for all workspaces in macOS.

F9
- Refresh document in Microsoft Word.
- Send and receive e-mail in Microsoft Outlook.
- Opens the Measurements toolbar in Quark 5.0.
- Reduce laptop screen brightness (on some laptops).
- With macOS 10.3 or later, displays a thumbnail for each window in a single workspace.
- Using the Fn key and F9 at the same time opens Mission Control on an Apple computer running macOS X.

F10
- In Microsoft Windows, activates the menu bar of an open application.
- Shift+F10 is the same as right-clicking on a highlighted icon, file, or Internet link.
- Access the hidden recovery partition on Compaq, HP, and Sony computers.
- Enter CMOS setup on some computers.
- Increase laptop screen brightness (on some laptops).
- With macOS 10.3 or later, shows all open Windows for the active program.

F11
- Enter and exit fullscreen mode in all modern Internet browsers.
- Ctrl+F11 as the computer is starting to access the hidden recovery partition on many Dell computers.
- Pressing F11 by itself accesses the hidden recovery partition on eMachines, Gateway, and Lenovo computers.
- With macOS 10.4 or later, hides all open windows and shows the desktop.

F12
- Open the Save as window in Microsoft Word.
- Ctrl+F12 opens a document in Word.
- Shift+F12 saves the Microsoft Word document (like Ctrl+S).
- Ctrl+Shift+F12 prints a document in Microsoft Word.
- Preview a page in Microsoft Expression Web.
- Open Firebug or browser debug tool.
- With an Apple running macOS 10.4 or later, F12 shows or hides the Dashboard.
- Access the list of bootable devices on a computer at startup, allowing you to select a different device to boot from (e.g., hard drive, CD or DVD drive, floppy drive, USB drive, and network).