

# Top 5 Fun Ways to Use the F4 Key in Windows 10

MARIA VICTORIA DELA PENA, guidingtech.com, 28 May 2021

Function keys serve as shortcuts for performing certain actions, such as refreshing a page or saving a file. Like all function keys, you can find the F4 key at the top of most computer keyboards.

Although often used with the Alt and Ctrl keys, you can use the F4 key for your Windows 10 PC-specific actions. If you're curious about what the F4 key's capabilities are, then read below.

## 1. LAUNCHING THE ADDRESS BAR ON INTERNET EXPLORER OR EDGE

You can use the F4 key to open the address bar on Microsoft Edge on Windows 10.

**Step 1:** Launch the Microsoft Edge app on your PC.

**Step 2:** Press the F4 for the address bar to open, and you will see a list of recently visited web pages under the address bar.



## 2. REPEATING THE LAST ACTION ON MICROSOFT WORD

Just like you use Ctrl + C to copy items, you can use F4 to repeat that last action (Copy, Paste, Delete, or other) in Microsoft Word.

**Step 1:** Launch the Word app on your PC. This can be a new Word document or an old file.

**Step 2:** On the Word file, perform any action. i.e. write a sentence, insert an icon, draw a shape etc.

**Step 3:** Click the F4 key and the last action performed should be repeated.

## 3. REPEATING THE LAST ACTION ON MICROSOFT POWERPOINT

This is like the F4 function illustrated above, but it is for Microsoft PowerPoint.

**Step 1:** Launch the PowerPoint app on your PC. This can be a new PowerPoint document or an old file.

**Step 2:** On the PowerPoint file, perform any action, i.e., insert a picture, paste a text, incorporate a transition, etc.

**Step 3:** Click the F4 key and the last action performed should be repeated.

## 4. LOCKING FORMULAS ON MICROSOFT EXCEL

The use of the F4 key in Excel is different from Word and PowerPoint. On Excel, the F4 key can be used for Absolute Cell Referencing.

**Step 1:** Launch the Excel app on your PC. This can be a new Excel or an old file.

**Step 2:** Input a standard formula into an Excel cell.

**Step 3:** Click the cell with the formula and press F4 once, and this should bring out a dollar sign. The dollar sign locks the column and row. The implication is that when you copy the formula and use it elsewhere on the excel file, it will continue to reference that cell. This is called Absolute Cell Referencing.

## 5. USING THE F4 KEY WITH OTHER KEYBOARD FUNCTIONS

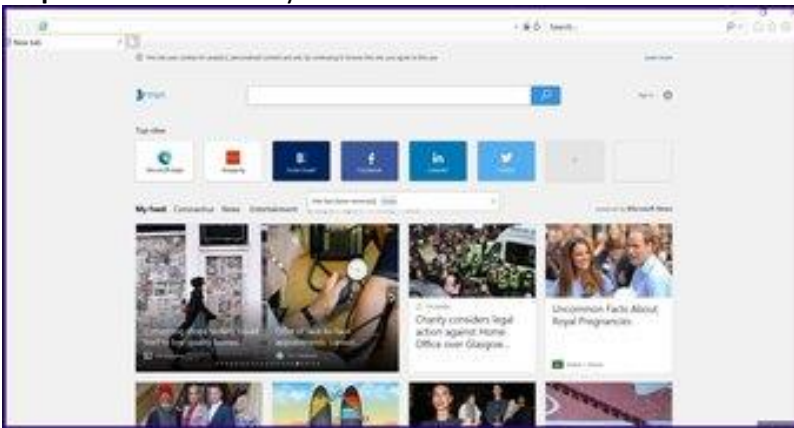
You can also use F4 key to collaborate with other keys on your keyboard. Some popular actions include:  
Closing a Program on Windows with Alt + F4

**Step 1:** Click on the program you want to close to make it the active one.

**Step 2:** Press the Alt and F4 keys at the same time, and the active program will close immediately.

Closing a Tab on your browser with Ctrl + F4

**Step 1:** Click on the tab you want to close to make it active.



**Step 2:** Press the Ctrl and F4 keys at the same time, and the active tab should close.