Keyboard Shortcuts

Windows 10

Keyboard shortcut	Action
Windows key	Open or close Start Menu.
Windows key + A	Open Action center.
Windows key + C	Open Cortana in listening mode.
Windows key + D	Display and hide the desktop.
Windows key + E	Open File Explorer.
Windows key + G	Open Game bar when a game is open.
Windows key + H	Open the Share charm.
Windows key + I	Open Settings.
Windows key + K	Open the Connect quick action.
Windows key + L	Lock your PC or switch accounts.
Windows key + M	Minimize all windows.
Windows key + R	Open Run dialog box.
Windows key + S	Open Search.
Windows key + U	Open Ease of Access Center.
Windows key + X	Open Quick Link menu.
Windows key + Number	Open the app pinned to the taskbar in the position indicated by the number.
Windows key + Left arrow key	Snap app windows left.
Windows key + Right arrow key	Snap app windows right.
Windows key + Up arrow key	Maximize app windows.
Windows key + Down arrow key	Minimize app windows.
Windows key + Comma	Temporarily peek at the desktop.
Windows key + Ctrl +D	Add a virtual desktop.
Windows key + Ctrl + Left or Right arrow	Switch between virtual desktops.
Windows key + Ctrl + F4	Close current virtual desktop.
Windows key + Enter	Open Narrator.
Windows key + Home	Minimize all but the active desktop window (restores all windows on second stroke).

Keyboard Shortcuts

Keyboard shortcut	Action
Windows key + PrtScn	Capture a screenshot and save in Screenshots folder.
Windows key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows key + Tab	Open Task view.
Windows key + "+" key	Zoom in using the magnifier.
Windows key + "-" key	Zoom out using the magnifier.
Ctrl + Shift + Esc	Open Task Manager.
Alt + Tab	Switch between open apps.
Alt + Left arrow key	Go back.
Alt + Right arrow key	Go foward.
Alt + Page Up	Move up one screen.
Alt + Page down	Move down one screen.
Ctrl + Alt +Tab	View open apps
Ctrl + C	Copy selected items to clipboard.
Ctrl + X	Cut selected items.
Ctrl + V	Paste content from clipboard.
Ctrl + A	Select all content.
Ctrl + Z	Undo an action.
Ctrl + Y	Redo an action.
Ctrl + D	Delete the selected item and move it to the Recycle Bin.
Ctrl + Esc	Open the Start Menu.
Ctrl + Shift	Switch the keyboard layout.
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + F4	Close the active window.

Keyboard Shortcuts

Microsoft Word

Shortcut	Description
Ctrl+0	Toggles 6pts of spacing before a paragraph.
Ctrl+A	Select all contents of the page.
Ctrl+B	Bold highlighted selection.
Ctrl+C	Copy selected text.
Ctrl+D	Open the font preferences window.
Ctrl+E	Aligns the line or selected text to the center of the screen.
Ctrl+F	Open find box.
Ctrl+I	Italic highlighted selection.
Ctrl+J	Aligns the selected text or line to justify the screen.
Ctrl+K	Insert a hyperlink.
Ctrl+L	Aligns the line or selected text to the left of the screen.
Ctrl+M	Indent the paragraph.
Ctrl+N	Opens new, blank document window.
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+R	Aligns the line or selected text to the right of the screen.
Ctrl+S	Save the open document. Just like Shift+F12.
Alt, F, A	Save the document under a different file name.
Ctrl+T	Create a hanging indent.
Ctrl+U	Underline the selected text.
Ctrl+V	Paste.
Ctrl+W	Close the currently open document.
Ctrl+X	Cut selected text.
Ctrl+Y	Redo the last action performed.
Ctrl+Z	Undo last action.
Ctrl+Shift+L	Quickly create a bullet point.
Ctrl+Shift+F	Change the font.
Ctrl+Shift+>	Increase selected font +1pts up to 12pt and then increase font +2pts.
Ctrl+]	Increase selected font +1pts.
Ctrl+Shift+<	Decrease selected font -1pts if 12pt or lower; if above 12, decreases font by +2pt.
Ctrl+[	Decrease selected font -1pts.
Ctrl+/+c	Insert a cent sign (¢).
Ctrl+'+<char>	Insert a character with an accent (grave) mark, where <char> is the character you want. For example, if you wanted an accented è you would use **Ctrl+'+e**as your shortcut key. To reverse the accent mark use the opposite accent mark, often on the tilde key.
Ctrl+Shift+*	View or hide non printing characters.
Ctrl+<left arrow>	Moves one word to the left.
Ctrl+<right arrow>	Moves one word to the right.
Ctrl+<up arrow>	Moves to the beginning of the line or paragraph.
Ctrl+<down arrow>	Moves to the end of the paragraph.
Ctrl+Del	Deletes word to right of cursor.
Ctrl+Backspace	Deletes word to left of cursor.
Ctrl+End	Moves the cursor to the end of the document.

Keyboard Shortcuts

Shortcut	Description
Ctrl+Home	Moves the cursor to the beginning of the document.
Ctrl+Spacebar	Reset highlighted text to the default font.
Ctrl+1	Single-space lines.
Ctrl+2	Double-space lines.
Ctrl+5	1.5-line spacing.
Ctrl+Alt+1	Changes text to heading 1.
Ctrl+Alt+2	Changes text to heading 2.
Ctrl+Alt+3	Changes text to heading 3.
Alt+Ctrl+F2	Open new document.
Ctrl+F1	Open the Task Pane.
Ctrl+F2	Display the print preview.
Ctrl+Shift+>	Increases the selected text size by one font size.
Ctrl+Shift+<	Decreases the selected text size by one font size.
Ctrl+Shift+F6	Switches to another open Microsoft Word document.
Ctrl+Shift+F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+).
F5	Open the Find, Replace, and Go To window in Microsoft Word.
F7	Spellcheck and grammar check selected text or document.
F12	Save As.
Shift+F3	Change the text in Microsoft Word from uppercase to lowercase or a capital letter at the beginning of every word.
Shift+F7	Runs a Thesaurus check on the selected word.
Shift+F12	Save the open document. Just like Ctrl+S.
Shift+Enter	Create a soft break instead of a new paragraph.
Shift+Insert	Paste.
Shift+Alt+D	Insert the current date.
Shift+Alt+T	Insert the current time.

Keyboard Shortcuts

Microsoft Excel

Shortcut	Description
Tab	Move to the next cell, to the right of the currently selected cell.
Ctrl+A	Select all contents of a worksheet.
Ctrl+B	Bold all cells in the highlighted section.
Ctrl+C	Copy all cells in the highlighted section.
Ctrl+D	Fill down. Fills the cell beneath with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Down** to select multiple cells. Then press **Ctrl+D** to fill them with the contents of the original cell.
Ctrl+F	Search current sheet.
Ctrl+G	Go to a certain area.
Ctrl+H	Find and replace.
Ctrl+I	Puts italics on all cells in the highlighted section.
Ctrl+K	Inserts a hyperlink.
Ctrl+N	Creates a new workbook.
Ctrl+O	Opens a workbook.
Ctrl+P	Print the current sheet.
Ctrl+R	Fill right. Fills the cell to the right with the contents of the selected cell. To fill more than one cell, select the source cell and press **Ctrl+Shift+Right** to select multiple cells. Then press **Ctrl+R** to fill them with the contents of the original cell.
Ctrl+S	Saves the open worksheet.
Ctrl+U	Underlines all cells in the highlighted section.
Ctrl+V	Pastes everything copied onto the clipboard.
Ctrl+W	Closes the current workbook.
Ctrl+X	Cuts all cells in the highlighted section.
Ctrl+Y	Repeats the last entry.
Ctrl+Z	Undo the last action.
Ctrl+1	Changes the format of the selected cells.
Ctrl+2	Bolds all cells in the highlighted section.
Ctrl+3	Puts italics all cells in the highlighted section.
Ctrl+4	Underlines all cells in highlighted section.
Ctrl+5	Puts a strikethrough all cells in the highlighted section.
Ctrl+6	Shows or hides objects.
Ctrl+7	Shows or hides the toolbar.
Ctrl+8	Toggles the outline symbols.
Ctrl+9	Hides rows.
Ctrl+0	Hides columns.
Ctrl+Shift+:	Enters the current time.
Ctrl+;	Enters the current date.
Ctrl+`	Changes between displaying cell values or formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above.
Ctrl+Shift+"	Copies value from cell above.
Ctrl+-	Deletes the selected column or row.
Ctrl+Shift+=	Inserts a new column or row.
Ctrl+Shift+~	Switches between showing Excel formulas or their values in cells.
Ctrl+Shift+@	Applies time formatting.

Keyboard Shortcuts

Shortcut	Description
Ctrl+Shift+!	Applies comma formatting.
Ctrl+Shift+$	Applies currency formatting.
Ctrl+Shift+#	Applies date formatting.
Ctrl+Shift+%	Applies percentage formatting.
Ctrl+Shift+^	Applies exponential formatting.
Ctrl+Shift+*	Selects the current region around the active cell.
Ctrl+Shift+&	Places border around selected cells.
Ctrl+Shift+_	Removes a border.
Ctrl++	Insert.
Ctrl+-	Delete.
Ctrl+Shift+(	Unhide rows.
Ctrl+Shift+)	Unhide columns.
Ctrl+/	Selects the array containing the active cell.
Ctrl+\	Selects the cells that have a static value or don't match the formula in the active cell.
Ctrl+[	Selects all cells referenced by formulas in the highlighted section.
Ctrl+]	Selects cells that contain formulas that reference the active cell.
Ctrl+Shift+{	Selects all cells directly or indirectly referenced by formulas in the highlighted section.
Ctrl+Shift+}	Selects cells which contain formulas that directly or indirectly reference the active cell.
Ctrl+Shift+| (pipe)	Selects the cells within a column that don't match the formula or static value in the active cell.
Ctrl+Enter	Fills the selected cells with the current entry.
Ctrl+Spacebar	Selects the entire column.
Ctrl+Shift+Spacebar	Selects the entire worksheet.
Ctrl+Home	Move to cell A1.
Ctrl+End	Move to last cell on worksheet.
Ctrl+Tab	Move between Two or more open Excel files.
Ctrl+Shift+Tab	Activates the previous workbook.
Ctrl+Shift+A	Inserts argument names into a formula.
Ctrl+Shift+F	Opens the drop-down menu for fonts.
Ctrl+Shift+O	Selects all of the cells that contain comments.
Ctrl+Shift+P	Opens the drop-down menu for point size.
Shift+Insert	Pastes what is stored on the clipboard.
Shift+Page Up	In a single column, highlights all cells above that are selected.
Shift+Page Down	In a single column, highlights all cells above that are selected.
Shift+Home	Highlights all text to the left of the cursor.
Shift+End	Highlights all text to the right of the cursor.
Shift+Up Arrow	Extends the highlighted area up one cell.
Shift+Down Arrow	Extends the highlighted area down one cell.
Shift+Left Arrow	Extends the highlighted area left one character.
Shift +Right Arrow	Extends the highlighted area right one character.
Alt+Tab	Cycles through applications.
Alt+Spacebar	Opens the system menu.
Alt+Backspace	Undo.
Alt+Enter	While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell.

Keyboard Shortcuts

Shortcut	Description
Alt+=	Creates a formula to sum all of the above cells.
Alt+'	Allows formatting on a dialog box.
F1	Opens the help menu.
F2	Edits the selected cell.
F3	After a name has been created, F3 will paste names.
F4	Repeats last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.
F5	Goes to a specific cell. For example, C6.
F6	Move to the next pane.
F7	Spell check selected text or document.
F8	Enters Extend Mode.
F9	Recalculates every workbook.
F10	Activates the menu bar.
F11	Creates a chart from selected data.
F12	Save As option.
Shift+F1	Opens the "What's This?" window.
Shift+F2	Allows the user to edit a cell comment.
Shift+F3	Opens the Excel formula window.
Shift+F5	Brings up a search box.
Shift+F6	Move to previous pane.
Shift+F8	Add to selection.
Shift+F9	Performs calculate function on active sheet.
Ctrl+F3	Open Excel Name Manager.
Ctrl+F4	Closes current Window.
Ctrl+F5	Restores window size.
Ctrl+F6	Next workbook.
Ctrl+Shift+F6	Previous workbook.
Ctrl+F7	Moves the window.
Ctrl+F8	Resizes the window.
Ctrl+F9	Minimize current window.
Ctrl+F10	Maximize currently selected window.
Ctrl+F11	Inserts a macro sheet.
Ctrl+F12	Opens a file.
Ctrl+Shift+F3	Creates names by using those of either row or column labels.
Ctrl+Shift+F6	Moves to the previous worksheet window.
Ctrl+Shift+F12	Prints the current worksheet.
Alt+F1	Inserts a chart.
Alt+F2	Save As option.
Alt+F4	Exits Excel.
Alt+F8	Opens the macro dialog box.
Alt+F11	Opens the Visual Basic editor.
Alt+Shift+F1	Creates a new worksheet.
Alt+Shift+F2	Saves the current worksheet.

QuickStudy
COMPUTER

Computer Shortcuts
& Special Characters

BASIC SHORTCUT KEYS

Alt + F	File menu options in current program
Alt + E	Edit options in current program
F1	Universal help (for all programs)
Ctrl + A	Select all text
Ctrl + X	Cut selected item
Shift + Del	Cut selected item
Ctrl + C	Copy selected item
Ctrl + Ins	Copy selected item
Ctrl + V	Paste
Shift + Ins	Paste
Home	Go to beginning of current line
Ctrl + Home	Go to beginning of document
End	Go to end of current line
Ctrl + End	Go to end of document
Shift + Home	Highlight from current position to beginning of line
Shift + End	Highlight from current position to end of line
Ctrl + ←	Move one word to the left at a time
Ctrl + →	Move one word to the right at a time

MICROSOFT® WINDOWS® SHORTCUT KEYS

Alt + Tab	Switch between open applications
Alt + Shift + Tab	Switch backwards between open applications
Alt + Print Screen	Create screen shot for current program
Ctrl + Alt + Del	Reboot/Windows® task manager
Ctrl + Esc	Bring up start menu
Alt + Esc	Switch between applications on taskbar
F2	Rename selected icon
F3	Start find from desktop
F4	Open the drive selection when browsing
F5	Refresh contents
Alt + F4	Close current open program
Ctrl + F4	Close window in program
Ctrl + Plus Key	Automatically adjust widths of all columns in Windows Explorer
Alt + Enter	Open properties window of selected icon or program
Shift + F10	Simulate right-click on selected item
Shift + Del	Delete programs/files permanently
Holding Shift During Bootup	Boot safe mode or bypass system files
Holding Shift During Bootup	When putting in an audio CD, will prevent CD Player from playing

WINKEY SHORTCUTS

WINKEY + D	Bring desktop to the top of other windows
WINKEY + M	Minimize all windows
WINKEY + SHIFT + M	Undo the minimize done by WINKEY + M and WINKEY + D
WINKEY + E	Open Microsoft Explorer
WINKEY + Tab	Cycle through open programs on taskbar
WINKEY + F	Display the Windows® Search/Find feature
WINKEY + CTRL + F	Display the search for computers window
WINKEY + F1	Display the Microsoft® Windows® help
WINKEY + R	Open the run window
WINKEY + Pause /Break	Open the system properties window
WINKEY + U	Open utility manager
WINKEY + L	Lock the computer (Windows XP® & later)

WORD® SHORTCUT KEYS

Ctrl + A	Select all contents of the page
Ctrl + B	Bold highlighted selection
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + N	Open new/blank document
Ctrl + O	Open options
Ctrl + P	Open the print window
Ctrl + F	Open find box
Ctrl + I	Italicize highlighted selection
Ctrl + K	Insert link
Ctrl + U	Underline highlighted selection
Ctrl + V	Paste
Ctrl + Y	Redo the last action performed
Ctrl + Z	Undo last action
Ctrl + G	Find and replace options
Ctrl + H	Find and replace options
Ctrl + J	Justify paragraph alignment
Ctrl + L	Align selected text or line to the left
Ctrl + Q	Align selected paragraph to the left
Ctrl + E	Align selected text or line to the center
Ctrl + R	Align selected text or line to the right
Ctrl + M	Indent the paragraph
Ctrl + T	Hanging indent
Ctrl + D	Font options
Ctrl + Shift + F	Change the font
Ctrl + Shift + >	Increase selected font +1
Ctrl +]	Increase selected font +1
Ctrl + Shift + <	Decrease selected font -1
Ctrl + [	Decrease selected font -1
Ctrl + Shift + *	View or hide non printing characters
Ctrl + ←	Move one word to the left
Ctrl + →	Move one word to the right
Ctrl + ↑	Move to beginning of the line or paragraph
Ctrl + ↓	Move to the end of the paragraph
Ctrl + Del	Delete word to right of cursor
Ctrl + Backspace	Delete word to left of cursor
Ctrl + End	Move cursor to end of document
Ctrl + Home	Move cursor to beginning of document
Ctrl + Space	Reset highlighted text to default font
Ctrl + 1	Single-space lines
Ctrl + 2	Double-space lines
Ctrl + 5	1.5-line spacing
Ctrl + Alt + 1	Change text to heading 1
Ctrl + Alt + 2	Change text to heading 2
Ctrl + Alt + 3	Change text to heading 3
F1	Open help
Shift + F3	Change case of selected text
Shift + Insert	Paste
F4	Repeat last action performed (Word 2000+)
F7	Spell check selected text and/or document
Shift + F7	Activate the thesaurus
F12	Save as
Ctrl + S	Save
Shift + F12	Save
Alt + Shift + D	Insert the current date
Alt + Shift + T	Insert the current time
Ctrl + W	Close document

EXCEL® SHORTCUT KEYS

F2	Edit the selected cell
F5	Go to a specific cell
F7	Spell check selected text and/or document
F11	Create chart
Ctrl + Shift + ;	Enter the current time
Ctrl + ;	Enter the current date
Alt + Shift + F1	Insert new worksheet
Shift + F3	Open the Excel® formula window
Shift + F5	Bring up search box
Ctrl + A	Select all contents of worksheet
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + C	Copy selected text
Ctrl + V	Paste
Ctrl + D	Fill
Ctrl + K	Insert link
Ctrl + F	Open find and replace options
Ctrl + G	Open go-to options
Ctrl + H	Open find and replace options
Ctrl + U	Underline highlighted selection
Ctrl + Y	Underline selected text
Ctrl + 5	Strikethrough highlighted selection
Ctrl + O	Open options
Ctrl + N	Open new document
Ctrl + P	Open print dialog box
Ctrl + S	Save
Ctrl + Z	Undo last action
Ctrl + F9	Minimize current window
Ctrl + F10	Maximize currently selected window
Ctrl + F6	Switch between open workbooks/windows
Ctrl + Page up & Page Down	Move between Excel® worksheets in the same document
Ctrl + Tab	Move between two or more open Excel® files
Alt + =	Create formula to sum all of above cells
Ctrl + '	Insert value of above cell into current cell
Ctrl + Shift + !	Format number in comma format
Ctrl + Shift + $	Format number in currency format
Ctrl + Shift + #	Format number in date format
Ctrl + Shift + %	Format number in percentage format
Ctrl + Shift + ^	Format number in scientific format
Ctrl + Shift + @	Format number in time format
Ctrl + →	Move to next section of text
Ctrl + Space	Select entire column
Shift + Space	Select entire row
Ctrl + W	Close document

OUTLOOK® SHORTCUT KEYS

|	
Alt + S	Send the email
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + P	Open print dialog box
Ctrl + K	Complete name/email typed in address bar
Ctrl + B	Bold highlighted selection
Ctrl + I	Italicize highlighted selection
Ctrl + U	Underline highlighted selection
Ctrl + R	Reply to an email
Ctrl + F	Forward an email
Ctrl + N	Create a new email
Ctrl + Shift + A	Create a new appointment to your calendar
Ctrl + Shift + O	Open the outbox
Ctrl + Shift + I	Open the inbox
Ctrl + Shift + K	Add a new task
Ctrl + Shift + C	Create a new contact
Ctrl + Shift+ J	Create a new journal entry

SPECIAL CHARACTERS

a A	b B	c C	d D	e E	f F	g G	h H	i I	j J	k K	l L	m M	n N
o O	p P	q Q	r R	s S	t T	u U	v V	w W	x X	y Y	z Z	A Shift+A	B Shift+B
C Shift+C	D Shift+D	E Shift+E	F Shift+F	G Shift+G	H Shift+H	I Shift+I	J Shift+J	K Shift+K	L Shift+L	M Shift+M	N Shift+N	O Shift+O	P Shift+P
Q Shift+Q	R Shift+R	S Shift+S	T Shift+T	U Shift+U	V Shift+V	W Shift+W	X Shift+X	Y Shift+Y	Z Shift+Z	1 1	2 2	3 3	4 4
5 5	6 6	7 7	8 8	9 9	0 0	! Shift+1	@ Shift+2	# Shift+3	$ Shift+4	% Shift+5	^ Shift+6	& Shift+7	* Shift+8
(Shift+9	) Shift+0	, ,	. .	; ;	: Shift+;	- -	/ /	? Shift+/	' '	" Shift+'	¡ Alt+0161	¿ Alt+0191	– Alt+0173
+ Shift+=	× Alt+0215	÷ Alt+0247	= =	± Alt+0177	< Shift+,	> Shift+.	[[	]]	{ Shift+[	} Shift+]	' Alt+0145	' Alt+0146	" Alt+0147
" Alt+0148	‹ Alt+0139	› Alt+0155	« Alt+0171	» Alt+0187	‚ Alt+0130	„ Alt+0132	— Alt+0151	~ Shift+`	\\ \\	| Shift+\\	_ Shift+-	… Alt+0133	° Alt+0176
· Alt+0183	• Alt+0149	ä Alt+0228	â Alt+0226	á Alt+0225	à Alt+0224	ã Alt+0227	å Alt+0229	ë Alt+0235	ê Alt+0234	é Alt+0233	è Alt+0232	ï Alt+0239	î Alt+0238
í Alt+0237	ì Alt+0236	ö Alt+0246	ô Alt+0244	ó Alt+0243	ò Alt+0242	õ Alt+0245	ü Alt+0252	û Alt+0251	ú Alt+0250	ù Alt+0249	Ä Alt+0196	Â Alt+0194	Á Alt+0193
À Alt+0192	Ã Alt+0195	Å Alt+0197	Ë Alt+0203	Ê Alt+0202	É Alt+0201	È Alt+0200	Ï Alt+0207	Î Alt+0206	Í Alt+0205	Ì Alt+0204	Ö Alt+0214	Ô Alt+0212	Ó Alt+0211
Ò Alt+0210	Õ Alt+0213	Ü Alt+0220	Û Alt+0219	Ú Alt+0218	Ù Alt+0217	ç Alt+0231	Ç Alt+0199	ñ Alt+0241	Ñ Alt+0209	ø Alt+0248	Ø Alt+0216	ß Alt+0223	æ Alt+0230
Æ Alt+0198	œ Alt+0156	Œ Alt+0140	ÿ Alt+0255	Ÿ Alt+0159	ª Alt+0170	º Alt+0186	¨ Alt+0168	^ Alt+0136	´ Alt+0180	` 	` Alt+0152	˜ Alt+0175	˛ Alt+0184
£ Alt+0163	¥ Alt+0165	ƒ Alt+0131	¢ Alt+0162	¤ Alt+0164	© Alt+0169	® Alt+0174	™ Alt+0153	‰ Alt+0137	µ Alt+0181	§ Alt+0167	† Alt+0134	‡ Alt+0135	¶ Alt+0182
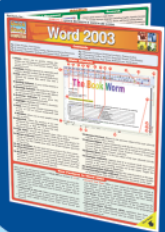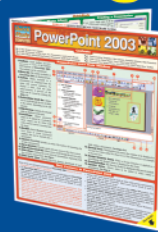
# Shortcut Keys for Windows 10

This guide lists shortcut keys that you can use from the desktop in Windows 10.

Shortcut	Description
Windows key ⊞	Open and close the **Start** menu.
⊞+1, ⊞+2, etc.	Switch to the desktop and launch the *n*th application in the taskbar. For example, ⊞+1 launches whichever application is first in the list, numbered from left to right.
⊞+A	Open the action center.
⊞+B	Highlight the notification area.
⊞+C	Launch Cortana into listening mode.[1] Users can begin to speak to Cortana immediately.
Windows logo+D	Switch between **Show Desktop** (hides/shows any applications and other windows) and the previous state.
⊞+E	Switch to the desktop and launch File Explorer with the **Quick Access** tab displayed.
⊞+H	Open the **Share** ⧉ charm.
⊞+I	Open the **Settings** ⚙ app.
⊞+K	Open the **Connect** pane to connect to wireless displays and audio devices.
⊞+L	Lock the device and go to the **Lock** screen.
⊞+M	Switch to the desktop and minimize all open windows.
⊞+O	Lock device orientation.
⊞+P	Open the **Project** pane to search and connect to external displays and projectors.
⊞+R	Display the **Run** dialog box.
⊞+S	Launch Cortana.[2] Users can begin to type a query immediately.
⊞+T	Cycle through the apps on the taskbar.
⊞+U	Launch the Ease of Access Center.
⊞+V	Cycle through notifications.
⊞+X	Open the advanced menu in the lower-left corner of the screen.
⊞+Z	Open the app-specific command bar.
⊞+ENTER	Launch Narrator.
⊞+SPACEBAR	Switch input language and keyboard layout.
⊞+TAB	Open Task view.

[1] If Cortana is unavailable or disabled, this shortcut has no function.

[2] Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana is unavailable or disabled, this command opens Search.

⊞ +,	Peek at the desktop.
⊞ +Plus Sign	Zoom in.
⊞ +Minus Sign	Zoom out.
⊞ +ESCAPE	Close Magnifier.
⊞ +LEFT ARROW	Dock the active window to the left half of the monitor.
⊞ +RIGHT ARROW	Dock the active window to the right half of the monitor.
⊞ +UP ARROW	Maximize the active window vertically and horizontally.
⊞ +DOWN ARROW	Restore or minimize the active window.
⊞ +SHIFT+UP ARROW	Maximize the active window vertically, maintaining the current width.
⊞ +SHIFT+ DOWN ARROW	Restore or minimize the active window vertically, maintaining the current width.
⊞ +SHIFT+LEFT ARROW	With multiple monitors, move the active window to the monitor on the left.
⊞ +SHIFT+RIGHT ARROW	With multiple monitors, move the active window to the monitor on the right.
⊞ +HOME	Minimize all nonactive windows; restore on second keystroke.
⊞ +PRNT SCRN	Take a picture of the screen and place it in the **Computer>Pictures>Screenshots** folder.
⊞ +CTRL+LEFT/RIGHT arrow	Switch to the next or previous virtual desktop.
⊞ +CTRL+D	Create a new virtual desktop.
⊞ +CTRL+F4	Close the current virtual desktop.
⊞ +?	Launch the Windows Feedback App.

For more information

Microsoft IT

microsoft.com/itshowcase

Windows

Microsoft.com