



Frequently Used Keyboard Shortcuts

Key	Function to
ctrl + X	Cut the selected item
ctrl + C	Copy the selected item
ctrl + V	Paste the selected item
ctrl + P	Print current screen
ctrl + A	Select all
ctrl + E	Open Search
ctrl + O	Open File in current app
ctrl + Y	Redo action
ctrl + Z	Undo action
F1	Open Help
F2	Rename selected item
F3	Search for a file/folder in File Explorer
F10	Activate the Menu Bar in active app
F11	Enter/exit full screen mode
alt + tab	Switch between apps
alt + F4	Close item or exit app
alt + F8	Show password on Sign-in Screen
alt + esc	Cycle through items order
esc	Stop or leave current task
PrtScn	Take screenshot/copy to Clipboard
shift + F10	Display Shortcut Menu
shift + arrow	Select more than one item or text
shift + del	Permanently delete selected item

Win Key Combinations

Key	Function to
Windows	Open or close Start
Windows + alt + →	Snap active Window to right half of screen
Windows + alt + ←	Snap active Window to left half of screen
Windows + alt + ↑	Snap active Window to top half of screen
Windows + alt + ↓	Snap active Window to bottom half of screen
Windows + A	Open Quick Settings
Windows + C	Open Chat from MS Teams
Windows + D	Display and hide Desktop
Windows + E	Open File Explorer
Windows + F	Open Feedback Hub and take screenshot
Windows + H	Launch Voice Typing
Windows + I	Open Settings
Windows + K	Open Connect sidebar from Quick Settings
Windows + L	Lock PC
Windows + N	Open Notification Center and Calendar
Windows + R	Open Run Dialog box
Windows + S	Open Search
Windows + U	Open Ease of Access Center
Windows + W	Open Widgets
Windows + X	Open secret Start Menu
Windows + Z	Open Snap Layouts
Windows + tab	Open Task View
Windows + . or ;	Open Emoji Panel



File Explorer

Key	Function to
+	Open File Explorer
+	Set focus to Address Bar
+	Set focus to Search Bar
+	Open a new Window
+	Close active Window
+ +	Create a new Folder
+	Show properties of selected File/Folder
+	Show/hide Preview Panel
+	Select Item while navigating
	Switch to Address/Location Bar
	Refresh File Explorer

Most Text Editors

Key	Function to
+	Select all Text
+	Copy selected Text
+	Cut selected Text
+	Paste selected Text
+	Make selected Text bold
+	Italicize selected Text
+	Underline selected Text
	Move Cursor to beginning of current line
	Move Cursor to end of current line

Most Browsers

Key	Function to
+	Move forward (Browser next arrow)
+	Move back (Browser back arrow)
+	Move to Tab on the right
+ +	Move to Tab on the left

Taskbar

Key	Function to
+	Cycle through (open or pinned) apps on Taskbar
+	Open a new Instance of selected app
+ +	Open a new Instance of selected app as Administrator
+	Open a Menu of selected app
+ +	Open Task Manager

Most Apps

Key	Function to
+	Open new Window
+	Open File
+	Print current Page
+	Save File
+ +	Save File as

Screenshots

Key	Function to
	Take a Screenshot of entire Screen
+	Take a Screenshot of active Window
+ +	Capture any part of Screen with Snip & Sketch