auscomp OneNote Templates Tips & Tricks

Windows 10 Cheat Sheet

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
⊞	Open or close Start
⊞ + shift + ↑	Stretch Window to top & bottom of screen
⊞ + +	Open Magnifier
⊞ + ↑	Maximize Window
⊞ + ↓	Minimize Window
⊞ + A	Open Action Center
⊞ + C	Open Cortana
⊞ + D	Display & hide Desktop
⊞ + alt + D	Display & hide Date/time on Desktop
⊞ + E	Open File Explorer
⊞ + H	Start Dictation
⊞ + I	Open Settings
⊞ + K	Open Connect quick action
⊞ + L	Lock PC
⊞ + M	Minimize all Windows
⊞ + R	Open Run Dialog box
⊞ + S	Open Search
⊞ + U	Open Ease of Access Center
⊞ + V	Open Clipboard
⊞ + X	Open Quick Link menu
⊞ + ,	Temporarily peek at Desktop
⊞ + tab	Open Task View
⊞ + . or ;	Open Emoji Panel

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File Explorer

Key	Function to
⊞ + E	Open File Explorer
alt + D	Set focus to Address Bar
ctrl + E	Set focus to Search Bar
ctrl + N	Open a new Window
ctrl + W	Close active Window
ctrl + shift + N	Create a new Folder
alt + enter	Show properties of selected File/Folder
alt + P	Show/hide Preview Panel
ctrl + space	Select Item while navigating
F4	Switch to Address/Location Bar
F5	Refresh File Explorer

Most Text Editors

Key	Function to
ctrl + A	Select all Text
ctrl + C	Copy selected Text
ctrl + X	Cut selected Text
ctrl + V	Paste selected Text
ctrl + B	Make selected Text bold
ctrl + I	Italicize selected Text
ctrl + U	Underline selected Text
home	Move Cursor to beginning of current line
end	Move Cursor to end of current line

Most Browsers

Key	Function to
alt + →	Move forward (Browser next arrow)
alt + ←	Move back (Browser back arrow)
ctrl + tab	Move to Tab on the right
ctrl + shift + tab	Move to Tab on the left

Taskbar

Key	Function to
⊞ + T	Cycle through (open or pinned) apps on Taskbar
shift + left mouse	Open a new Instance of selected app
ctrl + shift + left mouse	Open a new Instance of selected app as Administrator
shift + right mouse	Open a Menu of selected app
ctrl + shift + esc	Open Task Manager

Most Apps

Key	Function to
ctrl + N	Open new Window
ctrl + O	Open File
ctrl + P	Print current Page
ctrl + S	Save File
ctrl + shift + S	Save File as

Screenshots

Key	Function to
PrtScn	Take a Screenshot of entire Screen
alt + PrtScn	Take a Screenshot of active Window
⊞ + shift + S	Capture any part of Screen with Snip & Sketch

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