



Windows 10

Keyboard shortcuts

General

Ctrl+X	Cut the selected item
Ctrl+C (or Ctrl+Insert)	Copy the selected item
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+Z	Undo an action
Ctrl+Y	Redo an action
Ctrl+A	Select all items in a document or window
Ctrl+D (or Delete)	Delete the selected item and move it to the Recycle Bin
Alt+Tab	Switch between open apps
Alt+F4	Close the active item, or exit the active app
Ctrl+F4	Close the active document/tab
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5 (or Ctrl+R)	Refresh the active window
F6	Cycle through screen elements in a window/desktop
F10	Activate the Menu bar in the active app
Alt+F8	Show your password on the sign-in screen
Alt+Esc	Cycle through items in the order in which they were opened
Alt+Space	Open the shortcut menu for the active window
Alt+ ← / →	Go back/forward
Alt+PgUp/PgDn	Move up/down one screen
Ctrl+ ← / →	Move the cursor to the beginning of the previous/next word
Ctrl+ ↑ / ↓	Move the cursor to the beginning of the previous/next paragraph
Ctrl+Alt+Tab	Use the arrow keys to switch between all open apps
Alt+Shift+ ← / → / ↑ / ↓	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl+Shift+ ← / → / ↑ / ↓	When a tile is in focus on the Start menu, move it into another tile to create a folder
Ctrl+ ← / → / ↑ / ↓	Resize the Start menu when it's open
Ctrl+Space+ ← / → / ↑ / ↓	Select multiple individual items in a window/desktop
Ctrl+Shift+ ← / → / ↑ / ↓	Select a block of text
Ctrl+Shift	Switch the keyboard layout
Ctrl+Space	Turn the Chinese input method editor (IME) on or off
Shift+F10	Display the shortcut menu for the selected item
Shift+ ← / → / ↑ / ↓	Select more than one item in a window or on the desktop, or select text in a document
Shift+Delete	Delete the selected item without moving it to the Recycle Bin first
PrtScn	Take a screenshot of your whole screen and copy it

Manage actions/programs

Win	Open or close the Start menu
Win+E	Start Windows Explorer to "Computer"
Win+A	Open Action center
Win+C	Open Cortana in listening mode
Win+Shift+C	Open the charms menu
Win+Alt+D	Display and hide the date and time on the desktop
Win+H	Start dictation

Win+I	Open Settings
Win+K	Open the Connect quick action
Win+L	Lock your PC or switch accounts
Win+O	Lock device orientation
Win+P	Choose a presentation display mode
Win+Ctrl+Q	Open Quick Assist
Win+R	Open run command dialog box
Win+S	Open search
Win+Shift+S	Take a screenshot of a part of your screen
Win+V	Open the clipboard
Win+Shift+V	Cycle through notifications
Win+X	Access the Quick Link menu
Win+Z	Show the commands available in app in full-screen mode
Win+ . / ;	Open emoji panel
Win+,	Temporarily peek at the desktop
Win+Ctrl+F	Search for PCs (if you're on a network)
Win+Pause	Display the System Properties dialog box
Ctrl+Shift+Esc	Open Task Manager
Ctrl+Esc	Open Start
Win+Home	Minimize all except the active desktop window
Win+Shift+ ↑	Stretch the desktop window to the top and bottom
Win+Shift+ ↓	Restore/minimize active desktop windows vertically
Win+Shift+ ← / →	Move an app in the desktop from one monitor to another
Win+Space	Switch input language and keyboard layout
Win+Ctrl+Space	Change to a previously selected input
Win+Ctrl+Shift+B	Wake PC from blank or black screen

File explorer

Ctrl+L	Select the address bar
Ctrl+E / Ctrl+F	Select the search box
Ctrl+N	Open a new window
Ctrl+W	Close the active window
Ctrl+⌵	Change the size and appearance of file and folder icons
Ctrl+Shift+E	Display all folders above the selected folder
Ctrl+Shift+N	Create a new folder
Num Lock+ * (number pad)	Display all subfolders under the selected folder
Num Lock+ + (number pad)	Display the contents of the selected folder
Num Lock+ - (number pad)	Collapse the selected folder
Alt+P	Display the preview panel
Alt+Enter	Open the Properties dialog box for the selected item
Alt+ ← / →	View the previous/next folder
Alt+ ↑	View the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window

Dialog box

F4	Display the items in the active list
Ctrl+Tab	Move forward through tabs (+Shift = back)
Ctrl+1 ... 9	Move to n th tab
Tab	Move forward through options (+Shift = back)
Alt+[underline letter]	Perform the command (or select the option)
Space	Select or clear the check box if the option is a check box
Backspace	Open the folder one level app in the Open/Save As dialog
← / → / ↑ / ↓	Select a button of the active setting

Virtual desktops

Win+Tab	Open Task View
Esc	Close Task View
Win+D	Display the desktop
Win+Ctrl+D	Create a new virtual desktop
Win+Ctrl+ ← / →	Switch between virtual desktops
Win+Ctrl+F4	Close the current virtual desktop

Arrange/select windows and taskbar

Win+M	Minimize all Windows (+Shift = restore)
Win+ ← / →	Minimize/dock window
Win+ ↑ / ↓	Maximize/minimize window
Win+1 ... 9	Activates window number 1 ... 9 of the taskbar
Win+Shift+1 ... 9	New instance of taskbar window
Win+Ctrl+1 ... 9	Switch to last active window
Win+Alt+1 ... 9	Jump List for the app pinned to the taskbar
Win+Ctrl+Shift+1 ... 9	New instance of taskbar window as an administrator
Win+T	Cycle through programs on the taskbar (+Shift = back)
Win+B	Set focus in the notification area
Shift+⌵(taskbar)	Open an app or quickly open another instance of an app
Ctrl+Shift+⌵(taskbar)	Starts a new instance of the program in the taskbar in administrator mode
Shift+⌵(taskbar)	Show the window menu for the app
Ctrl+⌵	Cycle through the windows of the group

Command Prompt

Ctrl+C (or Ctrl+Insert)	Copy the selected text
Ctrl+V (or Shift+Insert)	Paste the selected text
Ctrl+M	Enter Mark mode
Alt+[selection key]	Begin selection in block mode
PgUp/PgDn	Move the cursor by one page up/down
Home+End	Move the insertion point to beginning/end of the line
Ctrl+Home/End (Mark mode)	Move the cursor to the beginning/end of the buffer
Ctrl+ ← / →	Move the insertion point to the beginning of the word
Ctrl+ ↑ / ↓	Move up/down one line in the output history
Ctrl + Home/End (History navigation)	If empty, move to the top of the buffer/ to the command line. Otherwise, delete all the characters to the left/right of the cursor in the command line

Powertoys

Win+Ctrl+T	Always On Top – to make any windows always-on-top
Win+Shift+H	Mouse Utilities – to find your mouse and track clicks
Win+Shift+Q/A/O	Video Conference Mute – to toggle your mic and webcam
(Awake icon in the taskbar)	Awake – a quick way to stop your PC from sleeping
Win+Shift+C	Color Picker – a speedy system-wide color picker
Alt+Space	PowerToys Run – a quick application launcher
-	Keyboard Manager – for remapping keyboard shortcuts
⌵ (Context Menu)	Power Rename – a bulk file renamer
⌵ (Context Menu)	Image Resizer – a bulk image resizer
Win+Shift+'	Fancy Zones – a zone-based window manager. When activated, drag the window while holding Shift to place it in the zones
Win+Shift+;	Shortcut Guide – for Windows key shortcuts
View>Preview Pane	File Explorer Add-ons – for more previews