

THE ULTIMATE 300+ WINDOWS SHORTCUTS GUIDE

BASIC WINDOWS SHORTCUTS

Basic Windows Shortcuts	
Keyboard Shortcut	Action
Win + I	Open Settings app
Win + E	Open File Explorer
Win + A	Open Action center
Win + D	Display and hide the desktop
Win + L	Lock device
Win + V	Open Clipboard bin
Win + Period (.) or semicolon (;)	Open emoji panel
Win + PrtScn	Capture full screenshot in the "Screenshots" folder
Win + Shift + S	Capture part of the screen with Snip & Sketch
Win + Left arrow key	Snap app or window left
Win + Right arrow key	Snap app or window right
Ctrl + A	Select all content
Ctrl + C (or Ctrl + Insert)	Copy selected items to clipboard
Ctrl + X	Cut selected items to clipboard
Ctrl + V (or Shift + Insert)	Paste content from clipboard
Ctrl + Z	Undo an action, including undelete files (limited)
Ctrl + Y	Redo an action
Ctrl + Shift + N	Create new folder on desktop or File Explorer
Alt + F4	Close active window
Ctrl + D (Del)	Delete selected item to the Recycle Bin
Shift + Delete	Delete selected item permanently skipping Recycle Bin
F2	Rename selected item
ESC	Close current task
Alt + Tab	Switch between open apps
PrtScn	Take screenshot and stores it in clipboard

- These most basic Windows shortcuts will help 90% of you perform all of your daily Windows operations with ease.
- Remember that these shortcuts work not only when you navigate the Windows OS, but also when you use other Windows apps. For example: When you use Microsoft Word, Excel or Power Point, you can use the “Copy”, “Paste”, “Undo”, “Redo” and many of the other commands. Feel free to experiment with these shortcuts in other apps, like Chrome, Firefox, Word etc.

FILE EXPLORER SHORTCUTS

File Explorer Shortcuts	
Keyboard Shortcut	Action
Win + E	Open File Explorer
Alt + D	Select address bar
Ctrl + E (or F)	Select search box
Ctrl + N	Open new window
Ctrl + W	Close active window
Ctrl + F (or F3)	Start search
Ctrl + Mouse scroll wheel	Change view file and folder
Ctrl + Shift + E	Expands all folders from the tree in the navigation pane
Ctrl + Shift + N	Create new folder on desktop or File Explorer
Ctrl + L	Focus on the address bar
Ctrl + Shift + Number (1-8)	Changes folder view
Alt + P	Display preview panel
Alt + Enter	Open Properties settings for the selected item
Alt + Right arrow key	View next folder
Alt + Left arrow key (or Backspace)	View previous folder
Alt + Up arrow	Move up a level in the folder path
F11	Switch active window full-screen mode
F5	Refresh the instance of File Explorer
F2	Rename selected item
F4	Switch focus to address bar
F5	Refresh File Explorer's current view
F6	Cycle through elements on the screen
Home	Scroll to top of the window
End	Scroll to bottom of window

- ☐ These shortcuts will make your daily navigation in the Windows file explorer a walk in the park. Using a mouse makes getting around Windows super easy, but when you know the right shortcuts, you will become unstoppable.
- ☐ If you master these commands, which is super easy, you will find using Windows so much faster! See the example below.
- ☐ Imagine that you have opened your “Downloads” folder and would like to find a particular item you’ve recently downloaded. You’d have to right-click on the empty space in the “Downloads” folder, click on “Sort”, then by “Date”. This just took us 3 actions. However, if you just press and hold the “Ctrl” key and scroll down with your mouse, it will reduce your icons down to a level where you can hit the “Date” tab at the top right. Actions like these are super simple to do and undo with a keyboard shortcut.

BASIC DESCTOP SHORTCUTS

Basic Desktop Shortcuts	
Keyboard Shortcut	Action
⊞ Win (or Ctrl + Esc)	Open Start menu
Ctrl + Arrow keys	Change Start menu size
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Shift	Switch keyboard layout
Alt + F4	Close active window
Ctrl + F5 (or Ctrl + R)	Refresh current window
Ctrl + Alt + Tab	View open apps
Ctrl + Arrow keys (to select) + Spacebar	Select multiple items on desktop or File Explorer
Alt + Underlined letter	Runs command for the underlined letter in apps
Alt + Tab	Switch between open apps while pressing Tab multiple times
Alt + Left arrow key	Go back
Alt + Right arrow key	Go forward
Alt + Page Up	Move up one screen
Alt + Page down	Move down one screen
Alt + Esc	Cycle through open windows
Alt + Spacebar	Open context menu for the active window
Alt + F8	Reveals typed password in Sign-in screen
Shift + Click app button	Open another instance of an app from the taskbar
Ctrl + Shift + Click app button	Run app as administrator from the taskbar
Shift + Right-click app button	Show window menu for the app from the taskbar
Ctrl + Click a grouped app button	Cycle through windows in the group from the taskbar
Shift + Right-click grouped app button	Show window menu for the group from the taskbar
Ctrl + Left arrow key	Move the cursor to the beginning of the previous word
Ctrl + Right arrow key	Move the cursor to the beginning of the next word
Ctrl + Up arrow key	Move the cursor to the beginning of the previous paragraph

- ☐ The best way to master these shortcuts is to slowly incorporate them into your day-to-day Windows usage. Look at the entire list and find 1-2 things that you often do in Windows or Windows apps, like Chrome, Word, Excel, Zoom etc. Then start to use these shortcuts. Add 1-2 new ones every day. In 1 week, you will realize that you would not want to go back to just using the mouse. Don't get lazy and keep incorporating new shortcuts every day.
- ☐ You can start incorporating things like "Ctrl + Z" (Undo) or "F2" (Rename) or "Ctrl + Left arrow key" (Move the cursor to the beginning of the next word) into your day-to-day usage. These are super common, and this will save you loads of time when working or playing. Remember, in order to move to the previous word when typing, you need to lift your arm, grab your mouse, move the mouse cursor to the previous word and press the left mouse key. How about simply pressing "Ctrl + Left Arrow Key" and you are done.

SHORTCUTS WITH THE WINDOWS KEY (⊞ WIN)

Windows Key Shortcuts	
Keyboard Shortcut	Action
⊞ Win	Open Start menu
⊞ Win + A	Open Action center
⊞ Win + S (or Q)	Open Search
⊞ Win + D	Display and hide the desktop
⊞ Win + L	Locks computer
⊞ Win + M	Minimize all windows
⊞ Win + B	Set focus notification area in the taskbar
⊞ Win + C	Launch Cortana app
⊞ Win + F	Launch Feedback Hub app
⊞ Win + G	Launch Game bar app
⊞ Win + Y	Change input between desktop and Mixed Reality
⊞ Win + O	Lock device orientation
⊞ Win + T	Cycle through apps in the taskbar
⊞ Win + Z	Switch input between the desktop experience and Windows Mixed Reality
⊞ Win + J	Set focus on a tip for Windows 10 when applicable
⊞ Win + H	Open dictation feature
⊞ Win + E	Open File Explorer
⊞ Win + I	Open Settings
⊞ Win + R	Open Run command
⊞ Win + K	Open Connect settings
⊞ Win + X	Open Quick Link menu
⊞ Win + V	Open Clipboard bin
⊞ Win + W	Open the Windows Ink Workspace
⊞ Win + U	Open Ease of Access settings
⊞ Win + P	Open Project settings
⊞ Win + Ctrl + Enter	Open Narrator
⊞ Win + Plus (+)	Zoom in using the magnifier
⊞ Win + Minus (-)	Zoom out using the magnifier
⊞ Win + Esc	Exit magnifier
⊞ Win + Forward-slash (/)	Start IME reversion
⊞ Win + Comma (,)	Temporarily peek at the desktop
⊞ Win + Up arrow key	Maximize app windows
⊞ Win + Down arrow key	Minimize app windows
⊞ Win + Home	Minimize or maximize all but the active desktop window
⊞ Win + Shift + M	Restore minimized windows on the desktop
⊞ Win + Shift + Up arrow key	Stretch desktop window to the top and bottom of the screen
⊞ Win + Shift + Down arrow key	Maximize or minimize active windows vertically while maintaining width
⊞ Win + Shift + Left arrow key	Move active window to monitor on the left
⊞ Win + Shift + Right arrow key	Move active window to monitor on the right
⊞ Win + Left arrow key	Snap app or window left

Win + Right arrow key	Snap app or window right
Win + Number (0-9)	Open app in number position in the taskbar
Win + Shift + Number (0-9)	Open another instance of the app in number position in the taskbar
Win + Ctrl + Number (0-9)	Switch to last active window of the app in number position in the taskbar
Win + Alt + Number (0-9)	Open Jump List of the app in number position in the taskbar
Win + Ctrl + Shift + Number (0-9)	Open another instance as an administrator of the app in number position in the taskbar
Win + Ctrl + Spacebar	Change previous selected input option
Win + Spacebar	Change keyboard layout and input language
Win + Tab	Open Task View
Win + Ctrl + D	Create a virtual desktop
Win + Ctrl + F4	Close active virtual desktop
Win + Ctrl + Right arrow	Switch to the virtual desktop on the right
Win + Ctrl + Left arrow	Switch to the virtual desktop on the left
Win + Ctrl + Shift + B	Wake up the device when black or a blank screen
Win + PrtScn	Capture full screenshot in the "Screenshots" folder
Win + Shift + S	Create part of the screen screenshot
Win + Shift + V	Cycle through notifications
Win + Ctrl + F	Open search for device on domain network
Win + Ctrl + Q	Open Quick Assist
Win + Alt + D	Open date and time in the taskbar
Win + Period (.) or semicolon (;)	Open emoji panel
Win + Pause	Show System Properties dialog box
Alt + Left arrow key (or Backspace)	View previous folder
Alt + Up arrow	Move up a level in the folder path
F11	Switch active window full-screen mode
F5	Refresh the instance of File Explorer
F2	Rename selected item
F4	Switch focus to address bar
F5	Refresh File Explorer's current view
F6	Cycle through elements on the screen
Home	Scroll to top of the window
End	Scroll to bottom of window

- Using “Alt + Tab” or “Alt + F4” is probably some of the most common and helpful shortcuts anyone can use in Windows. Start to use these and begin to incorporate keys, such as “Win + Up Arrow” (maximize a window) or “Win + Ctrl + D” (Create a virtual desktop). These will significantly boost your productivity!
- Did you know that you can create virtual desktops and place additional windows in them in Windows. When your desktop view gets too cluttered, you can create a new virtual desktop space and place apps there. For that, press “Win + Ctrl + D” to create a virtual desktop. Place your work apps there and, say your browser windows there.
- If you even need to switch tasks, like checking on your Instagram, Facebook or YouTube, press “Win + Ctrl + Right Arrow” or “Left Arrow” to switch to your other desktop space. This will keep things super organized, make your life super easy and you will look like an advanced user to regular people, quickly switching between tasks.

COMMAND PROMPT SHORTCUTS

Command Prompt Shortcuts	
Keyboard Shortcut	Action
Ctrl + A	Select all content of the current line
Ctrl + C (or Ctrl + Insert)	Copy selected items to clipboard
Ctrl + V (or Shift + Insert)	Paste content from clipboard
Ctrl + M	Starts mark mode
Ctrl + Up arrow key	Move screen up one line
Ctrl + Down arrow key	Move screen down one line
Ctrl + F	Open search for Command Prompt
Left or right arrow keys	Move cursor left or right in the current line
Up or down arrow keys	Cycle through command history of the current session
Page up	Move cursor one page up
Page down	Move cursor one page down
Ctrl + Home	Scroll to top of the console
Ctrl + End	Scroll to the bottom of the console

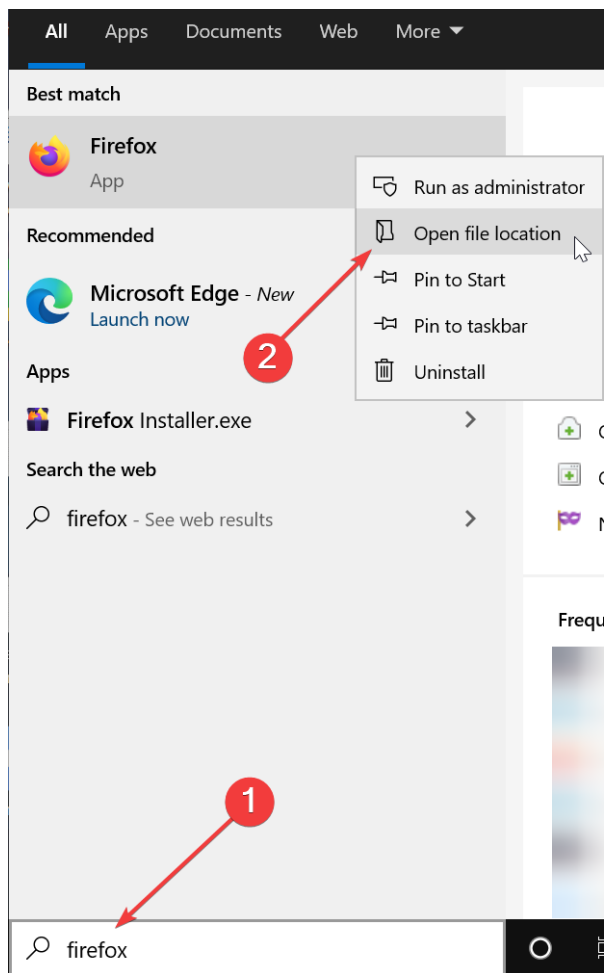
- ☐ If you use the Command Prompt, you must be an advanced user. If you still didn't know these shortcuts, this will help you tremendously, as using a keyboard is convenient, but not so fast.
- ☐ Remember that all of the previous shortcuts like "Ctrl + Z" (Undo) or "Ctrl + Shift + Left Arrow/Right Arrow" (move to the word before/after) still apply.

ASSIGN ANY SHORTCUT TO ANY APP

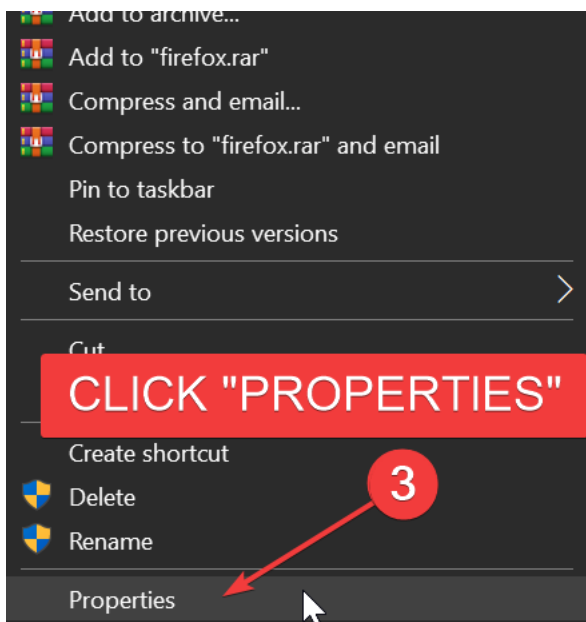
- ☐ You can assign any shortcut to any app in Windows. Say you open Firefox very often. Imagine being able to just click a shortcut and open in, without having to use your mouse, find the shortcut and double-click on the shortcut.
- ☐ To assign a shortcut to any app, do the following:

1. Find the app in its original folder

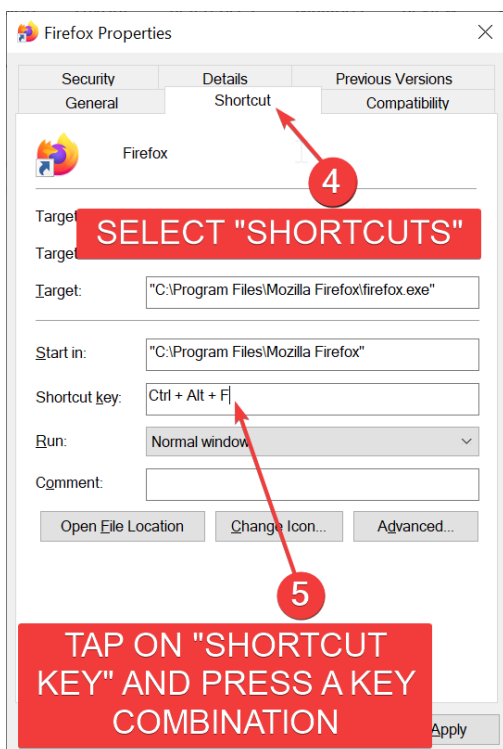
- a. **Search** for the app “Firefox” in your Windows search bar. **Right-click** on the shortcut of the app and click “**Properties**”



- b. In the new windows, **Right-click** on the “Firefox” app icon
- c. Go to “**Properties**”



- d. In “Properties” go to the “**Shortcut Key**” tab
- e. With your mouse left button, click on the “**Shortcut Key**” box and press a key combination on your keyboard that you want to use to open this “Firefox” app.

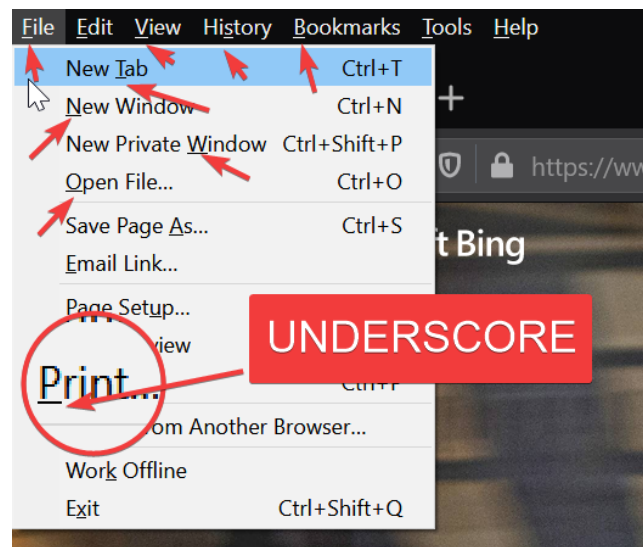


- f. In my case, I've pressed "**Ctrl + Alt + F**". I have chosen to use the letter **F** at the end to remind me that it is a key combination for **Firefox**.
- g. When satisfied with your chosen key combination, press "Apply" or "OK"
- h. Now you will be able to press ex. "**Ctrl + Alt + F**" from anywhere and it will bring up Firefox.

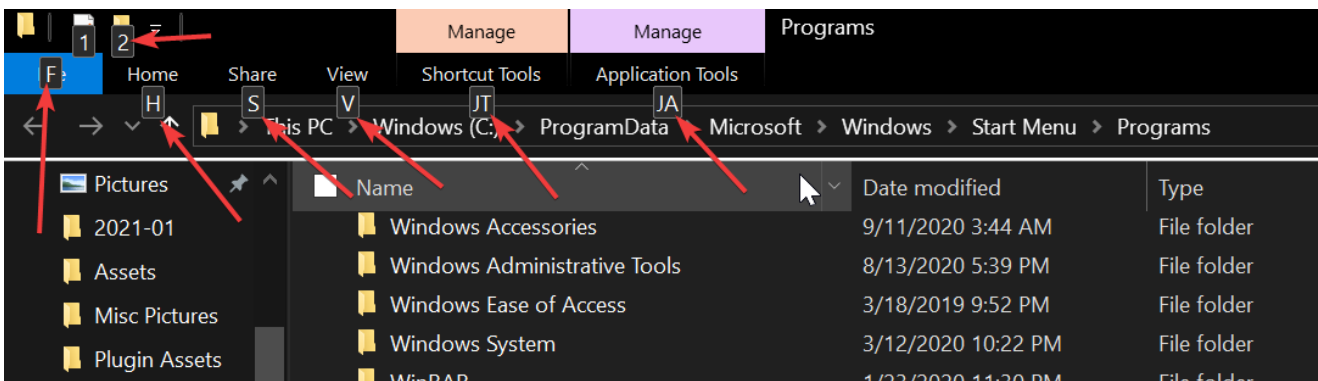
- ☐ Just remember that whichever key combination you are choosing for any particular app, has to be available and not used by any other app or any other Windows shortcut. If the one you want does not work, try a different one, until it works.
- ☐ When done, go back to your desktop and press the shortcut combination you have just created. It will open the app you want. You no longer need to have a shortcut for that app on your desktop. It will eliminate clutter and make your life much easier.

CONTEXTUAL SHORTCUTS

□ You must have seen Windows apps underscore specific letters in their menus. They look like so:



- For example, if you open Firefox, and press the “Alt” key on your keyboard, at the very top, you will see the control menu with various menu options.
- Specific letters in those options are underscored like so “**File**”. This tells you that if you press the “Alt” key on your keyboard and the underscored letter, it will take you to that menu.
- For example, if you press “Alt + F” (Because the letter **F** in the word **File** was underlined), you will be taken to the “File” menu.
- This way, you will never have to memorize shortcuts. All you have to do it to press “Alt” in the file explorer or any Windows app, and you will see a hint. For example, to print a document, you can press “Alt + F” to get to the file menu and without releasing the Alt key, press P to print. Or you can remember from my chart above that the Print shortcut is “Ctrl + P”. With this method of contextual shortcuts, you will do a bit more work, but you will never have to memorize any shortcuts, as you will always have the hints to guide you. Here is what will happen when you press “Alt” in the Windows explorer. This is part of the new interface and you should get used to this, as most of the apps will most likely start using these contextual shortcuts, as opposed to the underlined letters.



- ☐ In the case of the new File explorer in Windows 10, you can press “**Alt**” + any of the highlighted letters or numbers to access a particular menu. For example, the **Share** menu can be accessed by pressing “**Alt + S**”.