HP PCs - Keyboard shortcuts, hotkeys, and special keys (Windows)

Discover useful keyboard features in Windows that can make navigation, tasks, and functions quicker and easier.

Common keyboard shortcuts

You can use key press combinations to perform common tasks in Windows.

> **NOTE:** The **Windows** key on your keyboard is labeled with a Windows flag icon ⊞ and is used in many key press combinations.

COMMON KEYBOARD SHORTCUTS

Task	Keystroke	Result
Get help	f1	Get help about the software or app that is currently active. For help with Windows, press **f1** while on the Windows desktop.
Copy	ctrl + c	Copy a selection to the Windows clipboard to be pasted later.
Paste	ctrl + v	Paste a previously cut or copied selection into an app.
Cut	ctrl + x	Delete a selection and copy it to the Windows clipboard to be pasted later.

Task	Keystroke	Result
Save	ctrl + s	Save a file from the currently active app.
Undo an action	ctrl + z	Undo the last action done in Windows. Repeat this key press combination to continue undoing previous actions.
Bold text	ctrl + b	Apply bold emphasis to selected text while text is being edited.
Underline text	ctrl + u	Underline selected text while text is being edited.
Italicize text	ctrl + i	Apply italicized emphasis to selected text while text is being edited.
Destroy a file	shift + delete	Delete a selected file in Windows without moving it to the Recycle Bin. The file is permanently deleted.
File properties	alt + enter (or double-click)	Quickly find a file's property information. The key press combination works from the desktop, File Explorer, or Windows Explorer.
Screenshot	prt scr (print screen)	Copy a picture of the screen to the Windows clipboard to be pasted as a graphic later. On some laptops, you may need to press and hold fn before pressing prt scr.

Task	Keystroke	Result
Take a picture of a window	**shift** + **prt scr** (print screen)	Copy a picture of the current window (not the entire screen) to the Windows clipboard to be pasted as a graphic later.
Close a window or web page	With the window active, press **alt** + **f4** (function key **f4**)	Close the currently active window or app. This task can be useful when you want to close a webpage that does not have a close window button.
Shut down or restart Windows	With the Windows desktop active, press **alt** + **f4** (function key **f4**)	Open a window where you can select power functions, such as Log off, Sleep, Hibernate, Restart, and Shut down.
Open the **Start** menu or **Start** screen	The **Windows** key or **ctrl** + **esc**	Open or close the **Start** menu or **Start** screen.
Open a window menu or menu item	**alt** + the letter key matching the underlined letter of the menu or menu item	Instead of using a mouse to open menus or select items within menus, use this key press combination.
Open a right-click (contextual) menu	**shift** + **f10** (function key **f10**)	Instead of using a mouse to right-click an item in Windows, use this key press combination.
Run a command	**Windows** key + **r**	Open the **Run** dialog box to type Windows commands.
Switch between apps	**alt** + **tab**	Display all active windows. Switch to another window by repeatedly pressing the tab key while holding down the **alt** key.
Minimize window	**Windows** key + **down arrow**	Remove the current window from view without closing. You can access the window again by clicking the tray icon.

Task	Keystroke	Result
Maximize window	Windows key + up arrow	Change the size of the current window to fill the entire screen.
Minimize all windows	Windows key + m	Minimize all active windows.
Restore all minimized windows	Windows key + shift + m	Restore all active windows that were minimized to the system tray.
Ease of Access Center	Windows key + u	Open accessibility features, such as screen reading, high contrast screens, mouse alternative options, and more.
Open Task Manager	ctrl + shift + esc	Open the task manager utility to monitor currently running tasks and network activity.
Open System Properties	Windows key + pause / break	Open System Properties for quick access to basic system information and links to other helpful system tools.

Windows 10 keyboard shortcuts

Use key press combinations to quickly access common functions in Windows 10.

WINDOWS 10 SHORTCUTS

Function	Keystroke	Result
Search	Windows key + s	Open a search window to find files, folders, apps, settings, and websites.
Search for computers	Windows key + ctrl + f	Find computers on a local network.

Function	Keystroke	Result
Dictation	Windows key + h	Open the Dictation input feature.
File Explorer	Windows key + e	Open a **File Explorer** window to browse the files and folders on your computer.
Settings	Windows key + i	Open a **Settings** window where you can change the behavior of features in Windows.
Connect to devices	Windows key + k	Open the Connect or Devices view to connect to Bluetooth devices.
Lock the computer	Windows key + l	Lock the computer to prevent unauthorized access while you are away.
Screen orientation lock	Windows key + o	Prevent or allow the screen to rotate when the display device is rotated, if supported.
Advanced settings	Windows key + x	Open the **Advanced Settings** menu.
View active apps	Windows key + tab	Resize and display all currently active windows to fit proportionally on the screen (thumbnail view). Use this view to quickly see everything currently running and to close or switch between windows. Repeat this key press combination to return the windows to their previous size and placement.

Function	Keystroke	Result
Windows desktop	**Windows** key + **e**	Hide the **Start** screen or minimize all active windows and menus to display the desktop. Repeat this key press combination to restore the previous view.
Snap a Window	**Windows** key + **left arrow** or **right arrow**	Move and resize the current window to the left or right half of the screen.
Save a screenshot	**Windows** key + **prt scr** (print screen)	Saves a picture of your screen as a PNG graphic file to a **Screenshots** folder in your Pictures library.

Keys with icons or symbols

Most keyboards come with special symbols applied to the function keys. Your HP keyboard might have extra keys or buttons with icons as well.

> **NOTE:** On most laptop keyboards, you must press and hold the **fn** key before pressing the key with the symbol or icon to perform the function.

KEYS WITH ICONS OR SYMBOLS

Task	Symbol	Description
Enable wireless		Turn wireless internet on or off. There is usually an LED or on-screen notification to indicate the status of Wi-Fi: on, off, or on and not connected. This symbol key does not turn on Bluetooth.
Airplane mode		Enable or disable all wireless communications from the computer.

Task	Symbol	Description
Presentation mode	▢	Switch to another display mode when an external display is connected.
Illuminate the keyboard	⌨	If your laptop is equipped with an illuminated keyboard, turn keyboard illumination on or off.
Search	🔍	Open a search window to find files, folders, apps, settings, and websites.
Decrease screen brightness	☀	Dim the brightness of the built-in display screen.
Increase screen brightness	☀	Increase the brightness of the built-in display screen.
Menu / Right-click	▤	Open a right-click menu.
Copy	▤	Copy selection to clipboard. Same as pressing ctrl + c.
Lock the computer	🔒	Exit Windows to the sign-in screen.
Suspend the computer	🌙	Place the computer in sleep or suspend mode.
Mute	🔇	Silence the speakers or headphones. Repeat the press to allow sound.
Volume down	🔉	Decrease the volume of speakers or headphones.

Task	Symbol	Description
Volume up	◀+	Increase the volume of speakers or headphones.
Play / Pause media	▶❚❚	Play or pause media, such as music or videos. This key does not work unless media is active.
Stop media	■	Stop playback of media, such as music or videos. This key does not work unless media is active.
Skip (media)	▶▶❚	Play next section or track of audio or video.
Previous (media)	❚◀◀	Restart current media from the beginning. If pressed repeatedly, plays the previous track or clip.
Share	🔗	Open the **Share** menu where you can send files or messages to others.
Settings	⚙	Open a **Settings** window where you can change the behavior of features in Windows.
Scroll Lock	↓	Activates or deactivates scroll lock. Scroll lock uses the arrow keys to move within a window instead of using a mouse and the scroll bar. Scroll lock is only used by a few software apps, such as Microsoft Excel.
Connect to devices	⧉	Open the Connect or Devices view where you can connect to Bluetooth devices.

Task	Symbol	Description
Arrange app view		Display apps side-by-side for simultaneous viewing.
Switch apps		Switch between open apps.
Show app commands		Show the app commands that are available for the app that is currently open.
List apps		List apps that are open in the background.
Connect to the internet		Open the default internet browser.

Frequently asked questions

Review these frequently asked questions (FAQs) to find answers to common questions about keyboard shortcuts.

⊕ How do I change or disable a key?

⊕ What do the function keys do?

⊕ How do I turn the fn key on or off?

⊕ How do I type an at sign (@)?

⊕ Can I use my keyboard as a mouse?

⊕ What do I do when some keys type the wrong characters?

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