Windows 10 shortcuts

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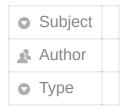## Windows 10: 61 Keyboard Shortcuts You'll Use Every Day

You barely even need a mouse with these keyboard shortcuts.

Here's a handy list of the most useful keyboard shortcuts for navigating Windows 10. You might also find it useful to know how to open programs with keyboard shortcuts in Windows 10.

The basics

- **Ctrl + A:** Select all items in a window.

- **Ctrl + C** or **Ctrl + Insert:** Copy selected or highlighted item (e.g. text, images and so on).

- **Ctrl + V** or **Shift + Insert:** Paste selected or highlighted item.

- **Ctrl + X:** Cut selected or highlighted item.

- **Ctrl + Z:** Undo previous action.

- **Ctrl + Y:** Redo action.

- **Ctrl + N:** When File Explorer is your current window, open a new File Explorer window with the same folder path as the current window.

- **Windows key + F1:** Open "how to get help in Windows 10" Bing search in default browser.

- **Alt + F4:** Close the current app or window.

- **Alt + Tab:** Switch between open apps or windows.

- **Shift + Delete:** Delete selected item permanently (skip the Recycle Bin).

Start menu and taskbar

You can use these keyboard shortcuts to open, close and otherwise control the Start menu and the taskbar.

- **Windows key or Ctrl + Esc:** Open Start menu.

- **Windows key + X:** Open the <u>secret Start menu</u>.

- **Windows key + T:** Cycle through the apps (including pinned apps) on the taskbar.

- **Windows key + [Number]:** Open the app pinned in the [number] position on the taskbar. For example, if you have Edge pinned in the first position on the taskbar and you click **Windows key + 1**, Edge will open. If the app is already open, a new instance or window will open.

- **Windows key + Alt + [Number]:** Open the right-click menu for the app pinned in the [number] position on the taskbar.

- **Windows key + D:** Show or hide desktop (**Windows key + ,** will display the desktop briefly).

The desktop: Windows, Snap Assist and virtual desktops

These shortcuts control how individual windows act on your desktop, including virtual desktops.

- **Windows key + M:** Minimize all open windows.

- **Windows key + Shift + M:** Restore minimized windows.

- **Windows key + Home:** Minimize all windows except the selected or currently active window.

- **Windows key + Up arrow:** Maximize selected window.

- **Windows key + Shift + Up arrow:** Maximizes the active window vertically while maintaining its width.

- **Windows key + Down arrow:** Minimize selected window.

- **Windows key + Left arrow** or **Right arrow:** Snap selected window to the left or right half of the screen. (If the window is already there, **Windows key + Up** or **Down** will snap it into a quadrant.)

- **Windows key + Shift + Left arrow** or **Right arrow:** Move selected window to the left or right monitor.

- **Windows key + Tab:** Open Task view (<u>virtual desktops</u>).

- **Windows key + Ctrl + D:** Add new virtual desktop.

- **Windows key + Ctrl + Right arrow:** Move to the next virtual desktop (to the right).

- **Windows key + Ctrl + Left arrow:** Move to the previous virtual desktop (to the left).

- **Windows key + Ctrl + F4:** Close current virtual desktop.

The Windows key

These keyboard shortcuts use the Windows logo key to perform various tasks, such as launching both Windows and third-party apps.

- **Windows key + A:** Open the <u>Action Center</u>.

- **Windows key + S:** Open Cortana in text mode, so you can type in the search bar. (**Windows key + Q** does the same thing.)

- **Windows key + C:** Open Cortana in listening mode (similar to saying "<u>Hey, Cortana</u>").

- **Windows key + E:** Open <u>File Explorer</u>.

- **Windows key + F:** Open the Windows 10 Feedback Hub.

- **Windows key + Ctrl + F:** Search for PCs on a network.

- **Windows key + G:** Open the <u>Game bar</u>.

- **Windows key + H:** Open the Share sidebar.

- **Windows key + I:** Open the <u>Settings menu</u>.

- **Windows key + K:** Open the Connect sidebar (for connecting to new Bluetooth devices or Miracast).

- **Windows key + L:** Lock your computer.

- **Windows key + O:** Lock screen orientation.

- **Windows key + P:** Open presentation or projection sidebar.

- **Windows key + R:** Open the Run window.

- **Windows key + U:** Open <u>Ease of Access</u> center.

- **Windows key + W:** Open the <u>Windows Ink Workspace</u> for scribbling on <u>tablets</u> or touchscreen <u>laptops</u>.

- **Windows key + Print Screen:** Take a screenshot of the entire desktop and save it to the Screenshots folder in the Pictures folder.

- **Windows key + (+) or (-):** Zoom in and out with magnifier.

- **Windows key + Esc:** Exit magnifier.

Command Prompt

You can use these keyboard shortcuts inside the <u>Windows 10 Command Prompt</u>.

- **Ctrl + C** or **Ctrl + Insert:** Copy selected text to the clipboard.

- **Ctrl + V** or **Shift + Insert:** Paste copied text inside the Command Prompt.

- **Ctrl + A:** Select all text on current line. (If current line has no text, all text inside the Command Prompt will be selected.)

- **Ctrl + Up** or **Down:** Move screen one line up or down.

- **Ctrl + F:** Search Command Prompt via Find window.

- **Ctrl + M:** Enter Mark mode (allows you to select text with mouse). Once Mark mode is enabled, you can use the arrow keys to move the cursor around.

- **Shift + Up** or **Down:** Move cursor up or down one line and select text.

- **Shift + Left** or **Right:** Move cursor left or right one character and select text.

- **Ctrl + Shift + Left** or **Right:** Move cursor left or right one word and select text.

- **Shift + Page Up** or **Page Down:** Move cursor up or down one screen and select text.

- **Shift + Home** or **End:** Move cursor to beginning or end of current line and select text.

- **Ctrl + Shift + Home/End:** Move cursor to beginning or end of screen buffer and select text and beginning or end of Command Prompt's output.