**Win + [A-Z]**

* Win+, (Hold) → Peek on windows
* Win+. → Opens emoji menu
* Win+D → Minimizes all windows and go to desktop
* Win+E → Opens File Explorer
* Win+H → Opens built-in speech recognition
* Win+I → Opens settings
* Win+K → Cast screen
* Win+L → Locks Computer
* Win+P → Project screen
* Win+Q → Opens search/start menu
* Win+R → Opens Run box
* Win+Tab → Switch between apps or desktops
* Win+V → Opens Clipboard
* Win+X → Opens hidden menu
* Win+Home → Minimize all windows except the Current one
* Win+PrtScn → Capture full screen screenshot
* Win + Arrow keys (←↑→↓) → Arrange windows for multitasking

**Function Keys**

* F2 → Rename selected file or folder
* F11 → Minimize/Maximize window screen
* F3 → Search in windows explorer

**Alt Key**

* Alt+F4 → Closes current app
* Alt+Tab → Switch between apps
* **Alt+Enter** → View property of selected file
* **Alt+D** → Focus address bar in File Explorer

**Ctrl Key**

* Ctrl+T → Open new tab and switch to it
* Ctrl+Tab → Move to next tab
* Ctrl+Esc → Opens search/start menu
* Ctrl+1/2/3 → Move to particular tab
* Ctrl+W → Closes current tab
* Ctrl+Z → Undo
* Ctrl+Y → Redo
* Ctrl+A → Select all
* **Ctrl+C** → Copy
* **Ctrl+X** → Cut
* **Ctrl+V** → Paste

**Shift Key**

* Shift+Del → Permanent Delete

**Mix Keys**

* Ctrl+Shift+Esc → Opens Task Manager
* Ctrl+Shift+N → Create new folder
* Ctrl+Shift+T → Restore previous tabs in browser
* Win+Shift+S → Capture screenshot using snipping tool
* Win+Shift+R → Capture video using snipping tool

**Microsoft Word Shortcuts**

* Ctrl+B → Bold
* Ctrl+I → Italic
* Ctrl+U → Underline
* Ctrl+E → Centeralign
* Ctrl+L → Left align
* Ctrl+R → Right align
* Ctrl+J → Justify
* Ctrl+M → Increase indent
* Ctrl+Shift+M → Decrease indent
* Ctrl+T → Hanging indent
* **Ctrl+Shift+> / <** → Increase/decrease font size
* Ctrl+Arrow Keys → Move word by word
* Ctrl+Shift+Arrow Keys → Select word by word
* Ctrl+Home / Ctrl+End → Jump to beginning/end of doc
* Ctrl+Backspace → Delete previous words
* Ctrl+Delete → Delete next word
* Ctrl+Enter → Page break
* Ctrl+F → Find

**Visual StudioCode Shortcuts**

* Ctrl+Shift+` → Create new terminal
* Ctrl+C → Kill current command
* Ctrl+Shift+F → Find in workspace
* Ctrl+Shift+D → Open Run & Debug
* Ctrl+Shift+X → Open Extensions
* Ctrl+` → Toggle terminal
* Alt+Up/Down → Move line up/down
* Shift+Alt+Up/Down → Copy line up/down
* Ctrl+Shift+K → Delete entire line
* Ctrl+Enter → Insert line below
* Ctrl+Shift+Enter → Insert line above