

Universal Windows Keyboard Shortcuts — Cheat Sheet (1/4)

Ctrl + / Ctrl -

Increase / decrease text size

Alt + Tab

Switch applications

Alt + Shift + Tab

Reverse app switching

Alt + F4

Close current window

Ctrl + Tab

Next tab

Ctrl + Shift + Tab

Previous tab

Ctrl + W

Close tab/window

Ctrl + Q

Quit app (where supported)

Ctrl + Z

Undo

Ctrl + Y

Redo

Esc

Cancel / dismiss

Ctrl + ,

Settings (some apps)

Universal Windows Keyboard Shortcuts — Cheat Sheet (2/4)

Win + S

Search

Win + E

File Explorer

Win + D

Show desktop

Win + L

Lock PC

Win + Arrow Keys

Snap windows

Alt + Space

Window menu

PrtScn

Screenshot

Win + Shift + S

Screen snip

Ctrl + C

Copy

Ctrl + V

Paste

Ctrl + X

Cut

Ctrl + A

Select all

Presentation-Specific Shortcuts (Windows) — Cheat Sheet (3/4)

F5	Ctrl + P	→ / ←
Start slideshow	Pen tool	Next / previous slide
Shift + F5	Ctrl + L	Ctrl + H
Start from current slide	Laser pointer	Hide PowerPoint
Esc	Ctrl + + / -	Win + D
End slideshow	Zoom (where supported)	Show desktop
B / W	Alt + Tab	Alt + F4
Black / white screen	Switch apps	Close window

Danger vs Safe Shortcuts (Windows) — Cheat Sheet (4/4)

SAFE:

Ctrl + W

Close tab/window

SAFE:

Esc

Cancel

SAFE:

Alt + Tab

Switch apps

SAFE:

Win + D

Show desktop

DANGER:

Alt + F4

Close app

DANGER:

Ctrl + Alt + Del

System menu

DANGER:

Shift + Delete

Permanent delete

DANGER:

Power button

Sleep/shutdown

MENTAL MODEL:

Windows ≠ Programs

Undo exists

(Ctrl + Z)

Esc = Never mind

When unsure:

Switch, don't close