

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

Ctrl + / Ctrl -	Ctrl + Tab	Ctrl + Z
Increase / decrease text size	Next tab	Undo
Alt + Tab	Ctrl + Shift + Tab	Ctrl + Y
Switch applications	Previous tab	Redo
Alt + Shift + Tab	Ctrl + W	Esc
Reverse app switching	Close tab/window	Cancel / dismiss
Alt + F4	Ctrl + Q	Ctrl + ,
Close current window	Quit app (where supported)	Settings (some apps)

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

Win + S	Win + Arrow Keys	Ctrl + C
Search	Snap windows	Copy
Win + E	Alt + Space	Ctrl + V
File Explorer	Window menu	Paste
Win + D	PrtScn	Ctrl + X
Show desktop	Screenshot	Cut
Win + L	Win + Shift + S	Ctrl + A
Lock PC	Screen snip	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