

# Windows Keyboard Shortcuts:

---

## Essential Windows 11 Keyboard Shortcuts

---

<b>Ctrl + A</b>	Select all items in a document or window
<b>Ctrl + F</b>	Find / Open search
<b>Ctrl + S</b>	Save a document
<b>Ctrl + C</b>	Copy selected item
<b>Ctrl + X</b>	Cut selected item
<b>Ctrl + V</b>	Paste the copied / cut item *Or the more powerful cousin: <b>Win + V</b>
<b>Ctrl + Z</b>	Undo an action
<b>Ctrl + Y</b>	Redo an action
<b>Ctrl + B</b>	Bold text
<b>Ctrl + I</b>	Italicize text
<b>Ctrl + U</b>	Underline text
<b>Ctrl + K</b>	Insert hyperlink
<b>Ctrl + Shift + Esc</b>	Open Task Manager
<b>Ctrl + Home (End)</b>	Move the cursor to the beginning / end of the buffer

[Ctrl shortcuts](#)

<b>Win + A</b>	Open Quick Settings (Wi-Fi, Bluetooth, display, sound, brightness)
<b>Win + C</b>	Open Windows Copilot ( <i>updated in Windows 11</i> )
<b>Win + D</b>	Display and hide desktop
<b>Win + E</b>	Open File Explorer
<b>Win + H</b>	Open dictation / voice typing
<b>Win + I</b>	Open Settings
<b>Win + L</b>	Lock computer or switch accounts
<b>Win + M</b>	Minimize all windows
<b>Win + N</b>	Open notification center & calendar
<b>Win + P</b>	Open display / projection options
<b>Win + R</b>	Open Run dialog box
<b>Win + S</b>	Open Search
<b>Win + Shift + S</b>	Capture part of the screen (screenshot tool)
<b>Win + T</b>	Cycle through apps on the taskbar
<b>Win + V</b>	Open clipboard history
<b>Win + W</b>	Open Widgets ( <i>updated in Windows 11</i> )
<b>Win + X</b>	Open the Quick Link menu
<b>Win + Z</b>	Open the snap layouts ( <i>updated in Windows 11</i> )
<b>Win + 1 (2, 3, ...)</b>	Start or switch to the pinned taskbar app at the number position
<b>Win + → (or ←)</b>	Snap window to the right / left side of screen
<b>Win + ↑ (or ↓)</b>	Maximize / minimize the window
<b>Win + Alt + ↑ (or ↓)</b>	Snap window to top / bottom half of screen ( <i>new with Windows 11</i> )
<b>Win + Period (.)</b>	Open emoji panel
<b>Win + PrtScn</b>	Save full screen screenshot to file
<b>Win + Plus / Minus</b>	Open Magnifier and zoom in / out
<b>Win + Tab</b>	Open Task View (switch between apps & desktops)

---

**Win + Spacebar**    Switch input language and keyboard layout

### Windows key shortcuts

<b>Alt + D</b>	Select the address bar in File Explorer
<b>Alt + F</b>	Open File menu
<b>Alt + P</b>	Open the preview panel
<b>Alt + Tab</b>	Switch between open apps
<b>Alt + F4</b>	Close the active item, or exit the active app
<b>Alt + F8</b>	Show your password on the sign-in screen
<b>Alt + Enter</b>	Display properties for the selected item
<b>Alt + Esc</b>	Cycle through items in the order in which they were opened

### Alt shortcuts

<b>F2</b>	Rename the selected item
<b>F3</b>	Search for a file or folder in File Explorer
<b>F4</b>	Display the items in the active list / address bar
<b>F5</b>	Refresh the active window
<b>F6</b>	Cycle through elements in a window / desktop
<b>F10 (or Alt)</b>	Activate the Menu bar in the active app
<b>F11</b>	Maximize or minimize the active window
<b>Shift + F10</b>	Display the shortcut menu for the selected item
<b>Ctrl + F4</b>	Close the active document

### Function keys

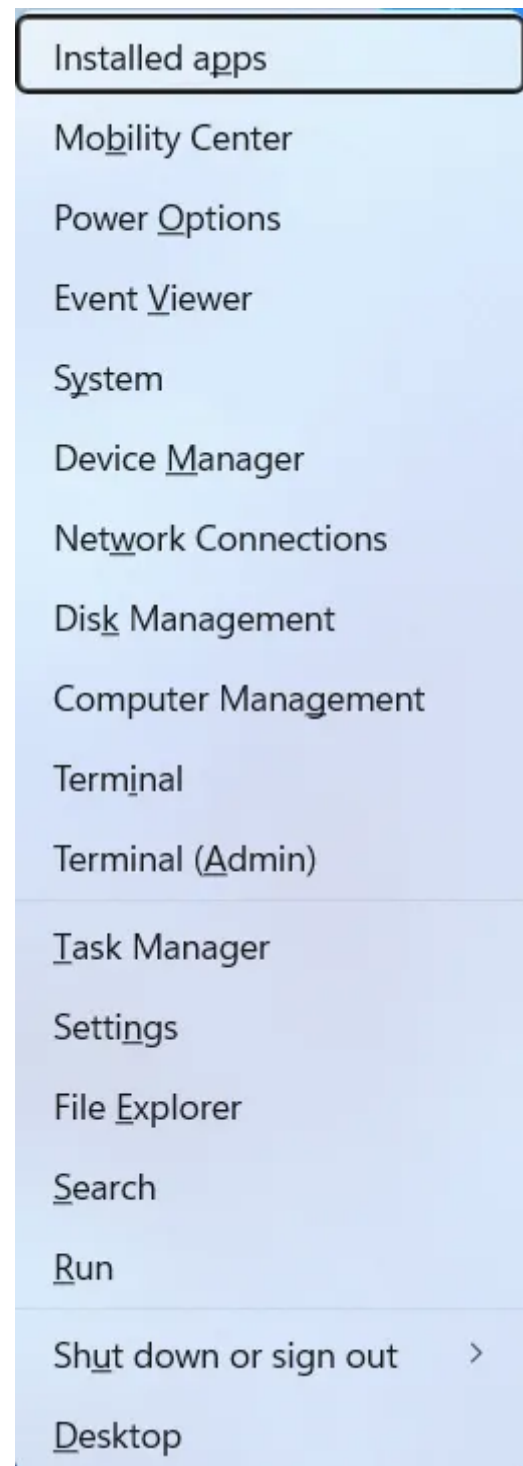
💡 Please note that some keyboards, in particular laptop keyboards, may require pressing the **Fn** key together with the F-keys to activate them.

## Windows Shortcuts for Quick Wins

---

Some shortcuts, like **Win + X**, offer you a bunch of functionalities for the cost of one key combination. It opens the **Quick Link** menu that groups many useful features and can be easily navigated with the keyboard.

Use the visual cues in the Quick Link menu (the underlined letters) to run the application or functionality you want. With time, the Quick Link combinations will become second nature. You'll use Win + X + U + U to shut the computer down, or Win + X + T to open the Task Manager.



Quick Link menu (opened with **Win + X**).