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# Windows keyboard tips and tricks

Windows 11, Windows 10

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Windows 11

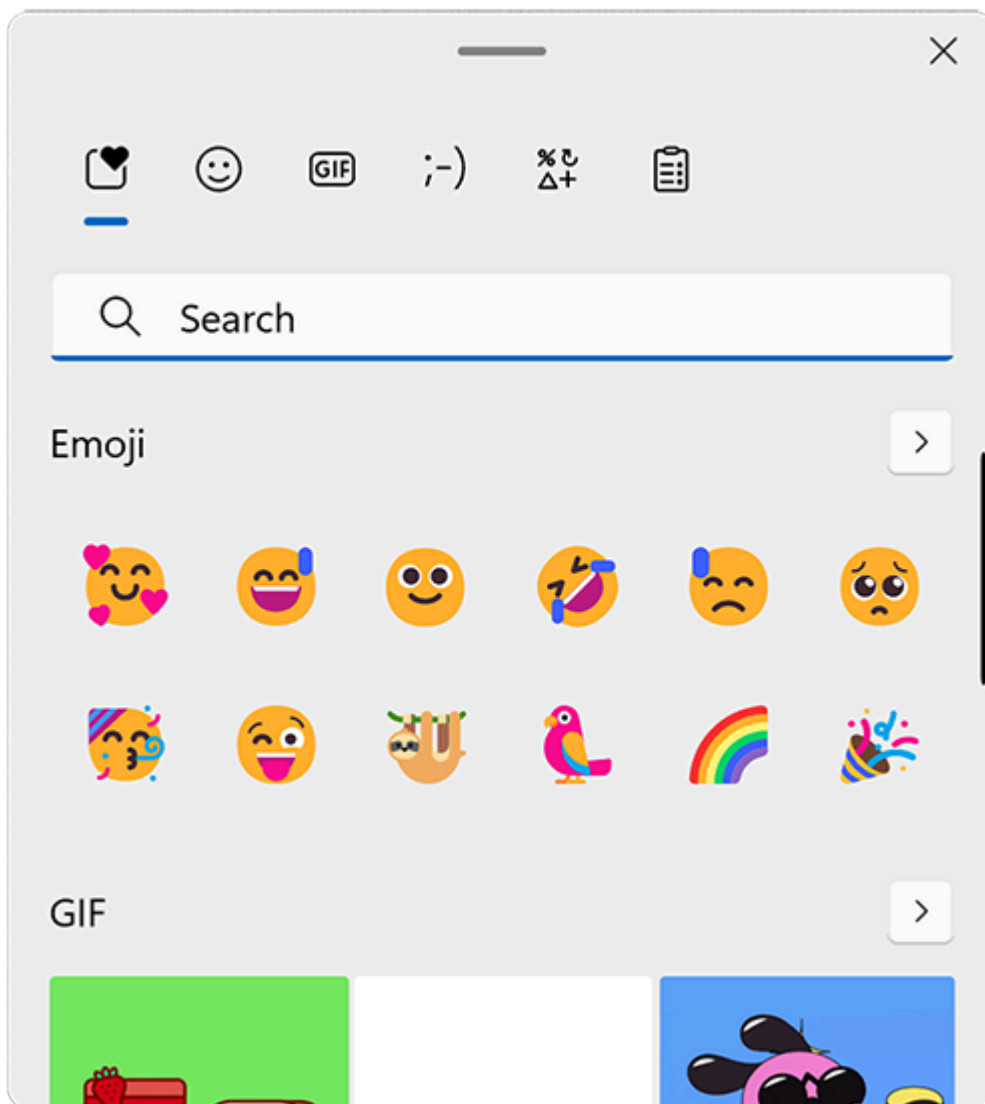
Windows 10

Whether it's being productive, staying in touch, or just plain having fun, Windows 11 has lots of little tricks and shortcuts that can help you achieve more. Here are a just a few of them:

## Insert emojis, GIFs, and symbols with the emoji panel


The new emoji keyboard in Windows 11 lets you express yourself like never before. To use it:

1. During text entry, type **Windows logo key**  + **.** (period). The emoji keyboard will appear.
2. Select an emoji with the mouse, or keep typing to search through the available emojis for one you like.
3. For more ways to express yourself, choose from GIFs and Kaomoji too!



## Type all the symbols like a pro

Sometimes you need to type a character that isn't on your keyboard, like an em-dash (—) or the copyright symbol (©). If you have a numeric keypad on your keyboard, you don't have to find one and copy and paste, you can just do it! Here's how to browse different symbols:

1. Press **Windows logo key**  + **.** (period), then select **Symbols** in the emoji panel.



2. Scroll through symbols like punctuation marks, accented keys, and more!

If you want to use keyboard shortcuts, here's how:

1. Hold down the **Alt** key on your keyboard.
2. With the **Alt** key held down, type the four-digit code on the numeric keypad for the character you want. (Include the leading 0 if that's required.)

**Note:** This only works on the numeric keypad. This won't work on the row of numbers at the top of the keyboard.

3. Release the **Alt** key.

Here's just a few of the characters you can type with the Alt key:

Symbol	Name	Alt-code
©	Copyright symbol	Alt+0169
®	Registered symbol	Alt+0174
™	Trademark	Alt+0153
•	List Dot	Alt+0149
§	Section symbol	Alt+0167
†	Dagger	Alt+0134
‡	Double dagger	Alt+0135
–	en-dash	Alt+0150
—	em-dash	Alt+0151
¶	Paragraph symbol (Pilcrow)	Alt+0182

¡	Upside-down exclamation mark	Alt+0161
¿	Upside-down question mark	Alt+0191
¢	Cent sign	Alt+0162
£	British Pound	Alt+0163
€	Euro currency	Alt+0128
¥	Japanese Yen	Alt+0165

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## Travel the world, one key at a time



If you find yourself typing characters used more frequently in other languages, you can always install keyboards for other languages and switch among them easily. For more details about this, see [Manage the input and display language settings in Windows 10](#).


## Let your fingers do the copying

There are some great keyboard tricks to use to navigate Windows, and some other common ones that work with many of your favorite apps. The mouse is great and all, but sometimes these are faster. Give them a try!

## Common Windows keyboard shortcuts

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Keystroke	What it does
Windows logo key  + R	Opens the Run command
Windows logo key  + S	Opens Search


Windows logo key  + E Opens File Explorer

Alt + Tab Opens Task Switcher, moving forward with each press of Tab, switching to that window on release


Shift + Alt + Tab Opens Task Switcher, moving backward with each press of Tab, switching to that window on release

Windows logo key  + Tab Switches to Task View, selected window will return with focus

Windows logo key  + Up arrow Moves up through the sequence of **Minimized** > **Windowed** > **Maximized** for the focused window

Windows logo key  + Down arrow Moves down through the sequence of **Maximized** > **Windowed** > **Minimized** for the focused window

Windows logo key  + M Minimizes all windows

Windows logo key  + D Hides or unhide the desktop

Windows logo key  + I Opens Settings

## Common app shortcuts

**Note:** These are common shortcuts that work most of the time, but they may not work in every single app. Check the documentation for your app if you have further questions.

Keystroke	What it does
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Ctrl + X	Cut
----------	-----

**Ctrl + C**

Copy

**Ctrl + V**

Paste

**Ctrl + A**

Select all

**F1**

Help

**Ctrl + N**

New document

**Ctrl + P**

Print

**Ctrl + Z**

Undo

**Alt + F4**

Close program

## Related topics

- [Manage the input and display language settings in Windows 10](#)
- [Keyboard shortcuts in Windows](#)
- [Keyboard shortcuts in apps](#)



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