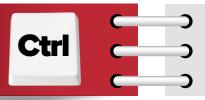
WINDOWS HORTCU



Ctrl+ Shortcuts



Select all items in a document or window Ctrl + A

Ctrl + F Find / Open search

Ctrl + S Save a document

Ctrl + C Copy selected item

Ctrl + X Cut selected item

Ctrl + V Paste the copied / cut item

Or the more powerful cousin: Win + V

Ctrl + Z Undo an action

Ctrl + Y Redo an action

Ctrl + B Bold text

Ctrl + IItalicize text

Ctrl + U Underline text

Insert hyperlink Ctrl + K

Ctrl + Shift + Esc Open Task Manager

Ctrl + Home (End) Move the cursor to the beginning / end

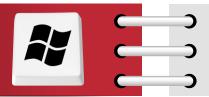
of the buffer







WINDOWS HORTCU



Win+ Shortcuts



Win + AOpen Quick Settings (Wi-Fi, BT, display, sound)

Open Windows Copilot (updated in Windows 11) Win + C

Display and hide desktop Win + D

Open File Explorer Win + E

Win + H Open dictation / voice typing

Win + I**Open Settings**

Lock computer or switch accounts Win + L

Minimize all windows Win + M

Open notification center & calendar Win + N

Win + P Open display projection options

Open Run dialog box Win + R

Open Search Win + S

Capture part of the screen (screenshot tool) Win + Shift + S

Cycle through apps on the taskbar Win + T

Minimize all except the active window Win + Home





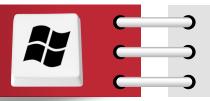








WINDOWS SHORTCUTS



Win+ Shortcuts



Win + V Open clipboard history

Win + W Open Widgets (updated in Windows 11)

Win + X Open the Quick Link menu

Win + Z Open the snap layouts (updated in Windows 11)

Win + 1 (2, 3, ...) Start or switch to the pinned taskbar app at the

number position

Win $+ \rightarrow$ (or \leftarrow) Snap window to the right / left side of screen

Win + \uparrow (or \downarrow) Maximize / minimize the window

Win + Alt + \uparrow (or \downarrow) Snap window to top / bottom half of screen (new

with Windows 11)

Win + Period (.) Open emoji panel

Win + PrtScn Save full screen screenshot to file

Win + Plus / Minus Open Magnifier and zoom in / out

Win + Tab Open Task View (switch between apps & desktops)

Win + Spacebar Switch input language and keyboard layout











WINDOWS SHORTCUTS



Alt+ Shortcuts



Alt + D Select the address bar in File Explorer

Alt + F Open File menu

Alt + P Open the preview panel

Alt + Tab Switch between open apps

Alt + F4 Close the active item, or exit the active app

Alt + F8 Show your password on the sign-in screen

Alt + Enter Display properties for the selected item

Alt + Esc Cycle through items in the order in which they

were opened

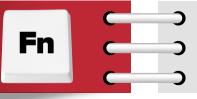








WINDOWS SHORTCUTS



Function Keys



F2 Rename the selected item

F3 Search for a file or folder in File Explorer

F4 Display the items in the active list / address bar

F5 Refresh the active window

F6 Cycle through elements in a window / desktop

F10 (or Alt) Activate the Menu bar in the active app

F11 Maximize or minimize the active window

Shift + F10 Display the shortcut menu for the selected item

Ctrl + F4 Close the active document







