

WINDOWS SHORTCUTS



Ctrl

Ctrl+ Shortcuts



Ctrl + A	Select all items in a document or window
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 + I	Italicize text
Ctrl + U	Underline text
Ctrl + K	Insert hyperlink
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Home (End)	Move the cursor to the beginning / end of the buffer



WINDOWS SHORTCUTS



Win+ Shortcuts



Win + A	Open Quick Settings (Wi-Fi, BT, display, sound)
Win + C	Open Windows Copilot (updated in Windows 11)
Win + D	Display and hide desktop
Win + E	Open File Explorer
Win + H	Open dictation / voice typing
Win + I	Open Settings
Win + L	Lock computer or switch accounts
Win + M	Minimize all windows
Win + N	Open notification center & calendar
Win + P	Open display projection options
Win + R	Open Run dialog box
Win + S	Open Search
Win + Shift + S	Capture part of the screen (screenshot tool)
Win + T	Cycle through apps on the taskbar
Win + Home	Minimize all except the active window



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 + → (or ←)	Snap window to the right / left side of screen
Win + ↑ (or ↓)	Maximize / minimize the window
Win + Alt + ↑ (or ↓)	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

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

Fn



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

