

# Windows Keyboard Shortcuts 101: The Ultimate Guide



## Global Shortcuts

<b>Windows key</b>	Open the Start Menu; start typing to search
<b>Ctrl + X</b>	Cut text, files, and more
<b>Ctrl + C</b>	Copy text and other elements to the clipboard
<b>Ctrl + V</b>	Paste the clipboard's contents
<b>Ctrl + A</b>	Select all
<b>Ctrl + Z</b>	Undo your last action
<b>Ctrl + Y</b>	Redo the last undone action
<b>Ctrl + S</b>	Save
<b>Ctrl + O</b>	Open
<b>Ctrl + P</b>	Print
<b>Alt + F4</b>	Close current window
<b>Ctrl + W</b>	Close current tab
<b>Ctrl + F</b>	Search
<b>F11</b>	Get help in most apps
<b>Esc</b>	Cancel current task
<b>F11</b>	Enter full screen
<b>Alt + Tab</b>	Switch between open programs
<b>Win + Shift + Left/Right</b>	Move a window to another monitor
<b>Win + B</b>	Focus on the System Tray
<b>Win + Up</b>	Maximize current window
<b>Win + Down</b>	Restore or minimize current window
<b>Win + 1 — Win + 10</b>	Open programs on the Taskbar
<b>Win + T</b>	Cycle through Taskbar apps
<b>Win + P</b>	Change projection settings
<b>Win + R</b>	Open Run menu
<b>Win + Pause</b>	Open System Properties
<b>Win + D</b>	Show desktop
<b>Win + M</b>	Minimize all windows
<b>Win + Home</b>	Minimize all windows but the active one
<b>Win + L</b>	Lock your PC
<b>Win + Up</b>	Open Ease of Access Center
<b>Ctrl + Alt + Del</b>	Open Windows Security Screen
<b>Ctrl + Shift + Esc</b>	Open Task Manager
<b>Ctrl + Shift</b>	Switch keyboard layouts (when applicable)
<b>Alt + Space</b>	Open shortcut menu for the current program
<b>Alt + Underlined letter</b>	Perform various commands depending on the app
<b>Alt + Print Screen</b>	Take a screenshot of the active window

## Windows 8/10 Only Shortcuts

<b>Win + C</b>	Open Charms bar
<b>Win + Z</b>	Show Modern App Command Bar
<b>Win + A</b>	Open Action Center
<b>Win + Tab</b>	Open the Task View
<b>Win + Ctrl + D</b>	Create new virtual desktop
<b>Win + Ctrl + F4</b>	Close current virtual desktop
<b>Win + Ctrl + Left/Right</b>	Switch between virtual desktops
<b>Win + C</b>	Open Cortana in listening mode
<b>Win + W</b>	Open Windows Ink
<b>Win + Period</b>	Open emoji panel
<b>Win + Left/Right</b>	Snap open window to one side of the screen
<b>Win + G</b>	Open Game Bar (when applicable)
<b>Win + O</b>	Lock device orientation (for tablets)
<b>Win + K</b>	Open device connect panel
<b>Win + S</b>	Open search bar
<b>Win + I</b>	Open Settings
<b>Win + X</b>	Open Power User Menu
<b>Win + Comma</b>	Peek through windows to desktop

## Browser Shortcuts

<b>Ctrl + T</b>	Open new tab
<b>Ctrl + Shift + T</b>	Reopen recently closed tab
<b>Alt + Left arrow</b>	Go back one page
<b>Alt + Right arrow</b>	Go forward one page
<b>F5</b>	Refresh
<b>Alt + Home</b>	Open homepage
<b>Ctrl + Plus/Minus</b>	Zoom in or out
<b>Ctrl + 0</b>	Reset zoom to default
<b>Ctrl + L</b>	Focus cursor on address bar
<b>Ctrl + Enter</b>	Add "www." and ".com" to text in the address bar and open website
<b>Ctrl + H</b>	Open history
<b>Ctrl + J</b>	Open downloads
<b>Ctrl + D</b>	Bookmark page
<b>Ctrl + Tab</b>	Cycle through open tabs
<b>Alt + Up</b>	Go up one folder level

## File Explorer Shortcuts

<b>Win + E</b>	Open new File Explorer window
<b>F2</b>	Rename an item in File Explorer
<b>Alt + Enter</b>	Open Properties for a File Explorer item
<b>Ctrl + D</b>	Delete selected item
<b>Shift + Del</b>	Permanently delete an item
<b>Alt + D</b>	Focus cursor on address bar
<b>Ctrl + Shift + N</b>	Create new folder
<b>Alt + P</b>	Toggle preview panel

## Text Editing Shortcuts

<b>Ctrl + Right/Left</b>	Move cursor to the next/previous word
<b>Ctrl + Up/Down</b>	Move cursor to the next/previous paragraph
<b>Ctrl + Backspace</b>	Delete an entire word behind the cursor
<b>Ctrl + Del</b>	Delete an entire word in front of the cursor
<b>Ctrl + Shift + Arrow key</b>	Select blocks of text
<b>Ctrl + Home</b>	Jump to the start of the text field
<b>Ctrl + End</b>	Jump to the end of the text field