



Windows 10/11 Keyboard All Shortcuts

General Keyboard Shortcuts

Shortcuts	Details
Ctrl + X	Cut the selected item
Ctrl + C or Ctrl + Insert	Copy the selected item
Ctrl + V or Shift + Insert	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Alt + F4	Close the active option, or exit the active app
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Ctrl + F4	Close the active document
Alt + F8	Show your password on the sign-in screen
Windows + L	Lock your PC
Windows + D	Display and hide the desktop

Alt + Esc	Cycle through items in the order in which they were opened
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + Left Arrow	Go back
Alt + Right Arrow	Go forward
Alt + Page Up	Move up one screen
Alt + Page Down	Move down one screen
Ctrl + Right Arrow	Move the cursor to the beginning of the next word
Ctrl + Left Arrow	Move the cursor to the beginning of the previous word
Ctrl + Down Arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up Arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + A	Select all items in a document or window
Ctrl + D	Delete the selected item and move it to the Recycle Bin
Ctrl + R	Refresh the active window
Ctrl + Y	Redo an action
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Alt + Shift + Arrow	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl + Shift + Arrow	When a tile is in focus on the Start menu, move it into another tile to create a folder
Ctrl + Arrow	Resize the Start menu when it's open
Ctrl + Shift with an Arrow	Select a block of text
Ctrl + Esc	Open Start

Ctrl + Shift + Esc	Open Task Manager
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl + Spacebar	Turn the Chinese input method editor (IME) on or off
Shift + F10	Display the shortcut menu for the selected item
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
Right Arrow	Open the next menu to the right, or open a submenu
Left Arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard

Taskbar Keyboard Shortcuts

Shortcuts	Details
Shift + Click a Taskbar Button:	Open an app or quickly open another instance of an app
Ctrl + Shift + Click a Taskbar Button	Open an app as an administrator
Shift + Right-click a Taskbar Button	Show the window menu for the app
Shift + Right-click a Grouped Taskbar Button	Show the window menu for the group
Ctrl + Click a Grouped Taskbar Button	Cycle through the windows of the group

Windows Button Keyboard Shortcuts



Shortcuts	Details

Windows Button	Open or close Start Menu
Windows + A	Open Action center
Windows + B	Set focus in the notification area
Windows + C	Open Cortana in listening mode
Windows + Shift + C	Open the charms menu
Windows + D	Display and hide the desktop
Windows + Alt + D	Display and hide the date and time on the desktop
Windows + E	Open File Explorer
Windows + F	Open Feedback Hub and take a screenshot
Windows + Ctrl + F	Search for PCs (if you're on a network)
Windows + G	Open Game bar when a game is open
Windows + H	Start dictation
Windows + I	Open Settings
Windows + K	Open the Connect quick action
Windows + L	Lock your PC or switch accounts
Windows + M	Minimize all windows
Windows + Shift + M	Restore minimized windows on the desktop
Windows + O	Lock device orientation
Windows + P	Choose a presentation display mode
Windows + Ctrl + Q	Open Quick Assist
Windows + R	Open the Run dialog box

Windows + S	Open search
Windows + Shift + S	Take a screenshot of part of your screen
Windows + T	Cycle through apps on the taskbar
Windows + U	Open Ease of Access Center
Windows + V	Open the clipboard
Windows + Ctrl + V	Open shoulder taps
Windows + Shift + V	Cycle through notifications
Windows + X	Open the Quick Link menu
Windows + Y	Switch input between Windows Mixed Reality and your desktop
Windows + Z	Show the commands available in an app in full-screen mode
Windows + Period (.)	Open emoji panel
Windows + Comma (,)	Temporarily peek at the desktop
Windows + Pause	Display the System Properties dialog box
Windows + Number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number
Windows + Shift + Number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Windows + Ctrl + Number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number
Windows + Alt + Number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows + Ctrl +	Open the desktop and open a new instance of the app located at the

Shift + Number	given position on the taskbar as an administrator
Windows + Tab	Open Task view
Windows + Up Arrow	Maximize the window
Windows + Down Arrow	Remove current app from screen or minimize the desktop window
Windows + Left Arrow	Maximize the app or desktop window to the left side of the screen
Windows + Right Arrow	Maximize the app or desktop window to the right side of the screen
Windows + Home	Minimize all except the active desktop window (restores all windows on second stroke)
Windows + Shift + Up Arrow	Stretch the desktop window to the top and bottom of the screen
Windows + Shift + Down Arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows + Shift + Left/Right Arrow	Move an app or window in the desktop from one monitor to another
Windows + Spacebar	Switch input language and keyboard layout
Windows + Ctrl + Spacebar	Change to a previously selected input
Windows + Forward Slash (/)	Begin IME reconversion
Windows + Ctrl + Enter	Turn on Narrator
Windows + Plus (+)	Open Magnifier

File Explorer Keyboard Shortcuts

Shortcuts	Details
Alt + D	Select the address bar
Ctrl + E	Select the search box
Ctrl + F	Select the search box
Ctrl + N	Open a new window
Ctrl + W	Close the active window
Ctrl + P	Display the preview panel
Ctrl + Ctrl + Mouse Scroll Wheel	Change the size and appearance of file and folder icons
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder
Alt + Enter	Open the Properties dialog box for the selected item
Num Lock + Asterisk (*)	Display all subfolders under the selected folder
Num Lock + Plus (+)	Display the contents of the selected folder
Num Lock + Minus (-)	Collapse the selected folder
Alt + Right Arrow	View the next folder 
Alt + Up Arrow	View the folder that the folder was in
Alt + Left Arrow	View the previous folder
Backspace	View the previous folder
Right Arrow	Display the current selection (if it's collapsed), or select the first subfolder
Left Arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in

F11	Maximize or minimize the active window
Home	Display the top of the active window
End	Display the bottom of the active window

Virtual Desktops Keyboard Shortcuts

Shortcuts	Details
Windows + Tab	Open Task view
Windows + Ctrl + D	Add a virtual desktop
Windows + Ctrl + F4	Close the virtual desktop you're using
Windows + Ctrl + Right Arrow	Switch between virtual desktops you've created on the right
Windows + Ctrl + Left Arrow	Switch between virtual desktops you've created on the left

Command Prompt Keyboard Shortcuts

Shortcuts	Details
Ctrl + C	Copy the selected text
Ctrl + V	Paste the selected text
Ctrl + M	Enter Mark mode
Alt + Selection Key	Begin selection in block mode
Arrow keys	Move the cursor in the direction specified
Page Up	Move the cursor by one page up
Page Down	Move the cursor by one page down

Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer
Ctrl + Up Arrow	Move up one line in the output history
Ctrl + Down Arrow	Move down one line in the output history

Dialog Box Keyboard Shortcuts

Shortcuts	Details
F4	Display the items in the active list
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move back through tabs
Ctrl + Number	Move to nth tab
Tab	Move forward through options
Shift + Tab	Move back through options
Arrow Keys	Select a button if the active option is a group of option buttons
Spacebar	Select or clear the check box if the active option is a check box
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Alt + Underlined Letter	Perform the command (or select the option) that is used with that letter

Settings Keyboard Shortcuts

Shortcuts	Details
Windows + I	Open settings
Backspace	Go back to the settings home page

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