

Windows Shortcut Keys

Press this key	To do this action
Ctrl + A	Select all items in a document or window.
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps.
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop.
Ctrl + arrow keys	Resize the Start menu when it's open.
Ctrl + C (or Ctrl + Insert)	Copy the selected item.
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Esc	Open Start menu
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time).
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + R (or F5)	Refresh the active window.
Ctrl + Right arrow	Move the cursor to the beginning of the next word.
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + Shift with an arrow key	Select a block of text.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + X	Cut the selected item.
Ctrl + Y	Redo an action.
Ctrl + Z	Undo an action.
Alt + Enter	Display properties for the selected item.
Alt + Esc	Cycle through items in the order in which they were opened.
Alt + F4	Close the active item, or exit the active app.
Alt + F8	Show your password on the sign-in screen.
Alt + Left arrow	Go back.
Alt + Page Down	Move down one screen.
Alt + Page Up	Move up one screen.
Alt + Right arrow	Go forward.
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified.
Alt + Spacebar	Open the shortcut menu for the active window.
Alt + Tab	Switch between open apps.

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.
Esc	Stop or leave the current task.
Left arrow	Open the next menu to the left or close a submenu.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard.
Right arrow	Open the next menu to the right or open a submenu.
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first.
Shift + F10	Display the shortcut menu for the selected item.
Shift with any arrow key	Select more than one item in a window or on the desktop or select text in a document.
Windows logo key + D	Display and hide the desktop.
Windows logo key + L	Lock your PC.
Windows logo key + I	Open Settings on Windows
Windows logo key	Open or close Start menu
Windows logo key + A	Open Action centre (in bottom right of your screen)
Windows logo key + B	Set Focus in the notification area.
Windows logo key + Shift + C	Open the charms menu.
Windows logo key + Alt + D	Display and hide the date and time on the desktop.
Windows logo key + E	Open File Explorer.
Windows logo key + H	Start dictation.
Windows logo key + K	Open the Connect quick action.
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + M	Minimize all windows.
Windows logo key + O	Lock device orientation.
Windows logo key + P	Choose a presentation display mode.
Windows logo key + Ctrl + Q	Open Quick Assist.
Windows logo key + R	Open the Run dialog box.
Windows logo key + S	Open search.
Windows logo key + Shift + S	Take a screenshot of part of your screen.
Windows logo key + T	Cycle through apps on the taskbar.
Windows logo key + U	Open Ease of Access Centre
Windows logo key + V	Open the clipboard.

Windows logo key + Shift + V	Cycle through notifications.
Windows logo key + X	Open the Quick Link menu.
Windows logo key + Shift + M	Restore minimized windows on the desktop.
Windows logo key + Tab	Open Task view.
Windows logo key + Up arrow	Maximize the window.
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window.
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen.
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen.
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke).
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
Windows logo key + Spacebar	Switch input language and keyboard layout.
Windows logo key + Ctrl + Enter	Turn on Narrator.
Windows logo key + Plus (+)	Open Magnifier.
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen.