Windows Keyboard Shortcuts 101: The Ultimate Guide

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Global Shortcuts

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

Windows 8/10 Only Shortcuts

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

Browser Shortcuts

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

File Explorer Shortcuts

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

Text Editing Shortcuts

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