

Windows Shortcut Keys Guide

General Shortcuts

Shortcut	Action
Ctrl + C	Copy selected item
Ctrl + X	Cut selected item
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + A	Select all
Alt + Tab	Switch between open apps
Alt + F4	Close the active window
Windows + D	Show/Hide desktop
Windows + E	Open File Explorer
Windows + L	Lock your PC
Windows + M	Minimize all windows
Windows + Shift + M	Restore minimized windows
Windows + R	Open Run dialog
Windows + S	Open Search
Windows + I	Open Settings
Windows + Tab	Open Task View

File Explorer Shortcuts

Shortcut	Action
Alt + Enter	Show properties of selected item
Alt + Left Arrow	Back
Alt + Right Arrow	Forward
Alt + Up Arrow	Go up one level
Ctrl + N	Open new window
Ctrl + W	Close current window
Ctrl + Shift + N	Create new folder
F2	Rename selected item
F5	Refresh
Delete	Delete to Recycle Bin
Shift + Delete	Permanently delete

Browser Shortcuts

Shortcut	Action
Ctrl + T	Open new tab
Ctrl + W	Close current tab
Ctrl + Shift + T	Reopen last closed tab
Ctrl + Tab	Switch to next tab
Ctrl + Shift + Tab	Switch to previous tab
Ctrl + L	Focus address bar
Ctrl + H	Open history
Ctrl + J	Open downloads
F5	Refresh page
Ctrl + F5	Refresh (ignore cache)

Windows Screen & Display

Shortcut	Action
Windows + P	Project screen (extend/duplicate)
Windows + PrtScn	Take screenshot (saved in Pictures\Screenshots)
Alt + PrtScn	Screenshot of active window
Windows + Shift + S	Open Snip & Sketch (select area to capture)
Windows + +	Magnifier zoom in
Windows + -	Magnifier zoom out

Task Management

Shortcut	Action
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Alt + Delete	Security options (Lock, Switch user, Task Manager)

Virtual Desktops

Shortcut	Action
Windows + Ctrl + D	Create new virtual desktop
Windows + Ctrl + Left/Right	Switch between virtual desktops
Windows + Ctrl + F4	Close current virtual desktop

Miscellaneous

Shortcut	Action
Windows + . (period)	Open emoji panel
Windows + ; (semicolon)	Open emoji panel
Windows + H	Voice typing
Windows + G	Open Xbox Game Bar
Windows + K	Connect to wireless displays & devices
Windows + U	Open Ease of Access Center