

Windows Keyboard Shortcuts Cheat Sheet

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Master The Essentials

Shortcut	Action
Ctrl + C	Copy selected text or file(s)
Ctrl + X	Cut selected text or file(s)
Ctrl + V	Paste copied or cut text / file(s)
Ctrl + Z	Undo the last action (a real lifesaver)
Ctrl + S	Save the current file or document
Alt + F4	Close the active window or app
Win	Open or close the Start menu
Win + D	Show or hide the desktop
Win + L	Lock your PC
Alt + Tab	Switch between open apps

Navigate Like a Pro

Shortcut	Action
Win + E	Open File Explorer
Win + R	Open the Run dialog box (my personal favorite)
Win + I	Open Windows Settings
Win + A	Open the Action Center
Win + K	Open the Connect panel
Win + X	Open the Quick Link Menu

Shortcut	Action
Win + Left/Right Arrow	Snap active window to the left or right side of the screen
Win + Up/Down Arrow	Maximize, minimize, or restore the active window
Win + Home	Minimize all windows except the active one (great for focusing)
Win + Shift + Left/Right Arrow	Move active window to the next monitor
Win + 1,2,3...	Open or switch to the app pinned to the taskbar in the position indicated by the number
Win + S	Open search
Win + M	Minimize all windows
Win + Shift + M	Restore minimized windows
Win + T	Cycle through items pinned to the taskbar
Win + B	Focus on the system tray
Win + Comma (,)	Temporarily peek at the desktop
Ctrl + Shift + Esc	Open Task Manager directly
Win + P	Open the Project menu (for quickly switching display modes)
Win + Pause/Break	Open the System Properties window

Virtual Desktop Management

Shortcut	Action
Win + Ctrl + D	Create a new virtual desktop
Win + Ctrl + Left/Right Arrow	Switch between virtual desktops
Win + Ctrl + F4	Close the current virtual desktop

File Management

Shortcut	Action
Ctrl + N	Opens new file explorer window
Ctrl + Shift + N	Create a new folder
F2	Rename the selected file or folder
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the window
F6	Cycle through various elements in a window
Alt + P	Display the preview pane in File Explorer
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
Alt + Up arrow	Go up one level in File Explorer
Backspace	Go up one level in File Explorer (same as Alt + Up arrow)
Delete	Move the selected file(s) to the Recycle Bin
Shift + Delete	Permanently delete the selected file(s), bypassing the Recycle Bin
Ctrl + mouse wheel	Change the view in File Explorer
Ctrl + double-click	Open the selected file or folder in a new window

Screenshots

Shortcut	Action
Win + PrtScn	Take a full-screen screenshot and save it as a PNG
Win + Shift + S	Open Snip & Sketch to take a custom screenshot
Alt + PrtScn	Take a screenshot of the active window and copy it to the clipboard
Win + Alt + R	Toggle screen recording using Game Bar

Text Editing & Formatting

Shortcut	Action
Ctrl + A	Select all text
Ctrl + B	Bold the selected text
Ctrl + I	Italicize the selected text
Ctrl + U	Underline the selected text
Ctrl + Shift + <	Decrease font size one point
Ctrl + Shift + >	Increase font size one point
Ctrl + Left/Right Arrow	Move the cursor one word left or right
Ctrl + Backspace	Delete the previous word
Ctrl + Delete	Delete the next word
Ctrl + Home	Move the cursor to the beginning of the document
Ctrl + End	Move the cursor to the end of the document
Shift + Left/Right Arrow	Select text one character at a time

Shortcut	Action
Shift + Ctrl + Left/Right Arrow	Select text one word at a time
Shift + Home/End	Select text to the beginning or end of the line
Ctrl + K	Insert a hyperlink
Ctrl + Enter	Insert a page break
Alt + Shift + Up/Down Arrow	Move the selected paragraph up or down
Shift + F3	Change the case of the selected text

Web Browsing

Shortcut	Action
Ctrl + T	Open a new tab
Ctrl + W	Close the current tab
Ctrl + Shift + T	Reopen the last closed tab (for when you accidentally close something important)
Ctrl + Tab	Switch to the next tab
Ctrl + L or Alt + D	Select the address bar
Ctrl + F	Find on page
Ctrl + R or F5	Refresh the current page
Ctrl + N	Open a new window
Ctrl + Shift + N	Open a new window in incognito mode
Ctrl + H	Open browsing history
Ctrl + J	Open downloads

Shortcut	Action
Ctrl + D	Bookmark the current page
Ctrl + Shift + B	Open the bookmarks bar
Alt + Left/Right Arrow	Go back or forward
Spacebar	Scroll down a page
Shift + Spacebar	Scroll up a page
Ctrl + Plus (+)	Zoom in
Ctrl + Minus (-)	Zoom out
Ctrl + 0	Reset zoom level
Shift + Esc	Open the Browser's Task Manager

Accessibility

Shortcut	Action
Left Alt + Left Shift + PrtScn	Turn High Contrast on or off
Left Alt + Left Shift + Num Lock	Turn Mouse Keys on or off
Win + U	Open the Ease of Access Center / Accessibility Settings
Shift (5 times)	Turn Sticky Keys on or off
Win + (+) or (-)	Zoom in or out using Magnifier
Win + Ctrl + Enter	Turn Narrator on or off
Win + Ctrl + N	Open Narrator settings
Win + .	Open emoji keyboard (because sometimes you just need to express yourself with a 😊)
Win + Ctrl + O	Opens the On-Screen Keyboard

Most Useful Run Commands

Command	Action
calc	Open the Calculator
notepad	Open Notepad
mspaint	Open Paint
control	Open Control Panel
cmd	Open Command Prompt
powershell	Open PowerShell
explorer	Open File Explorer
msinfo32	Open System Information
taskmgr	Open Task Manager
appwiz.cpl	Open the Programs and Features
ncpa.cpl	Open the Network Connections
devmgmt.msc	Open the Device Manager
%temp%	Open the temp folder

Secret Power User Shortcuts

Shortcut	Action
Win + Ctrl + Shift + B	Restart the graphics driver
Win + X, U, U	Shut down your PC
Win + X, U, R	Restart your PC