Microsoft	Windows 10 Keyboard Shortcut Keys

Copy, Paste, and General	
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 item, or exit the active app
⊞ + L	Lock your PC
⊞ + D	Display and hide the desktop
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
Alt + F8	Show your password on the sign-in screen
Alt + Esc	Cycle through items in the order in which they were opened
Alt + underlined letter	Perform the command for that letter
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + ←	Go back
Alt + →	Go forward
Alt + Page Up	Move up one screen
Alt + Page Down	Move down one screen
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + A	Select all items in a document or window
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl + R (or F5)	Refresh the active window
Ctrl + Y	Redo an action
Ctrl + →	Move the cursor to the beginning of the next word
Ctrl + ←	Move the cursor to the beginning of the previous word
Ctrl + ↓	Move the cursor to the beginning of the next paragraph
Ctrl + ↑	Move the cursor to the beginning of the previous paragraph
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Ctrl + Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop
Ctrl + Shift with an arrow key	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 with any arrow key	Select more than one item in a window or on the desktop, or select text in a document
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
→	Open the next menu to the right, or open a submenu
←	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task

Windows	
⊞	Open or close Start
⊞ + A	Open Action center
⊞ + B	Set focus in the notification area
⊞ + Shift + C	Open Cortana in listening mode. Note: Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere.
⊞ + D	Display and hide the desktop
⊞ + Alt + D	Display and hide the date and time on the desktop
⊞ + E	Open File Explorer
⊞ + F	Open Feedback Hub
⊞ + G	Open Game bar when a game is open
⊞ + H	Open the Share charm
⊞ + I	Open Settings

⊞ + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip.
⊞ + K	Open the Connect quick action
⊞ + L	Lock your PC or switch accounts
⊞ + M	Minimize all windows
⊞ + O	Lock device orientation
⊞ + P	Choose a presentation display mode
⊞ + R	Open the Run dialog box
⊞ + S	Open search
⊞ + T	Cycle through apps on the taskbar
⊞ + U	Open Ease of Access Center
⊞ + V	Cycle through notifications
⊞ + Shift + V	Cycle through notifications in reverse order
⊞ + X	Open the Quick Link menu
⊞ + Z	Show the commands available in an app in full-screen mode
⊞ + comma (,)	Temporarily peek at the desktop
⊞ + Pause	Display the System Properties dialog box
⊞ + Ctrl + F	Search for PCs (if you're on a network)
⊞ + Shift + M	Restore minimized windows on the desktop
⊞ + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
⊞ + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
⊞ + 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
⊞ + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
⊞ + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
⊞ + Tab	Open Task view
⊞ + ↑	Maximize the window
⊞ + ↓	Remove current app from screen or minimize the desktop window
⊞ + ←	Maximize the app or desktop window to the left side of the screen
⊞ + →	Maximize the app or desktop window to the right side of the screen
⊞ + Home	Minimize all except the active desktop window (restores all windows on second stroke)
⊞ + Shift + ↑	Stretch the desktop window to the top and bottom of the screen
⊞ + Shift + ↓	Restore/minimize active desktop windows vertically, maintaining width
⊞ + Shift + ← or →	Move an app or window in the desktop from one monitor to another
⊞ + Spacebar	Switch input language and keyboard layout
⊞ + Ctrl + Spacebar	Change to a previously selected input
⊞ + Enter	Open Narrator
⊞ + /	Begin IME reconversion
⊞ + plus (+) or minus (-)	Zoom in or out using Magnifier
⊞ + Esc	Exit Magnifier

Command Prompt

Ctrl + C (or Ctrl + Insert)	Copy the selected text
Ctrl + V (or Shift + Insert)	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 + ↑	Move up one line in the output history
Ctrl + ↓	Move down one line in the output history
Ctrl + Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.
Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line.Otherwise, delete all the characters to the right of the cursor in the command line.

Virtual desktops

⊞ + Tab	Open Task view
⊞ + Ctrl + D	Add a virtual desktop
⊞ + Ctrl + →	Switch between virtual desktops you've created on the right
⊞ + Ctrl + ←	Switch between virtual desktops you've created on the left
⊞ + Ctrl + F4	Close the virtual desktop you're using

Taskbar

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

Settings Keyboard Shortcuts

⊞ + I	Open settings
Backspace	Go back to the settings home page
Type on any page with search box	Search settings

Dialog box

F4	Display the items in the active list
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move back through tabs
Ctrl + number (number 1–9)	Move to nth tab
Tab	Move forward through options
Shift + Tab	Move back through options
Alt + underlined letter	Perform the command (or select the option) that is used with that letter
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
Arrow keys	Select a button if the active option is a group of option buttons

File Explorer

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 + 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
Num Lock + *	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 + P	Display the preview panel
Alt + Enter	Open the Properties dialog box for the selected item
Alt + →	View the next folder
Alt + ↑	View the folder that the folder was in
Alt + ←	View the previous folder
Backspace	View the previous folder
→	Display the current selection (if it's collapsed), or select the first subfolder
←	Collapse the current selection (if it's expanded), or select the folder that the folder was in
End	Display the bottom of the active window
Home	Display the top of the active window
F11	Maximize or minimize the active window