

Windows 10 Basic Keyboard Shortcuts

We'll start with a set of basic keyboard shortcuts for Windows 10 that might help you get things done easier in your day-to-day life.

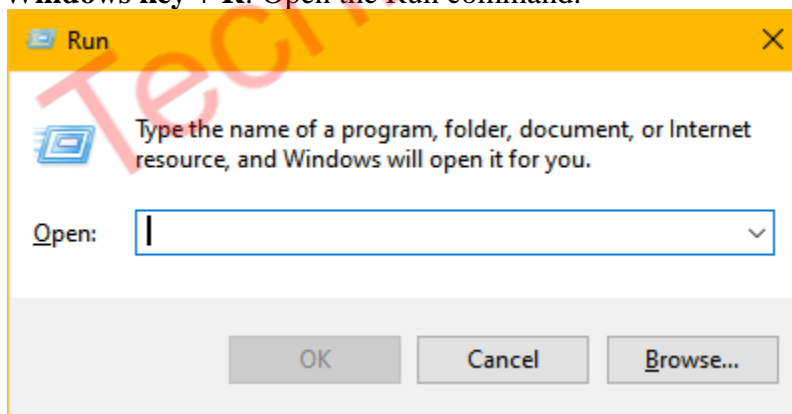
- **Alt + Enter:** Show the Properties menu for the selected file or item.
- **Alt + Esc:** Cycle through windows in the order they were opened.
- **Alt + F4:** Close or quit the active window.
- **Alt + F8:** Show the password while typing on the sign-in screen.
- **Alt + Right arrow:** Go forward.
- **Alt + Left arrow:** Go back.
- **Alt + Page Up:** Move up one screen.
- **Alt + Page Down:** Move down one screen.
- **Alt + Spacebar:** Open the shortcut menu for the active window.
- **Alt + Tab:** Switch between open apps.
- **Arrow keys:** Navigate through the items in an open menu or window.
- **Ctrl + A:** Select all items in a window or text and images in a document.
- **Ctrl + Alt + Tab:** Switch between all open apps using the arrow keys.
- **Ctrl + C:** Copy the selected item.
- **Ctrl + D/Delete:** Delete the selected item.
- **Ctrl + Up arrow:** Move the cursor to the beginning of the previous paragraph.
- **Ctrl + Down arrow:** Move the cursor to the beginning of the next paragraph.
- **Ctrl + Left arrow:** Move the cursor to the beginning of the previous word.
- **Ctrl + Right arrow:** Move the cursor to the beginning of the next word.
- **Ctrl + Esc:** Open the Start menu.
- **Ctrl + F4:** Close the active document.
- **Ctrl + Insert:** Copy the selected item.
- **Ctrl + R:** Refresh the active window.
- **Ctrl + Shift + Esc:** Open Task Manager.
- **Ctrl + Shift + Arrow key:** Select a block of text.
- **Ctrl + Shift:** Switch the keyboard layout when multiple keyboard layouts are available.
- **Ctrl + Shift + M:** Restore all minimized windows to full-size.
- **Ctrl + Spacebar:** Select an entire column in MS Excel or any other spreadsheet program.
- **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.
- **Ctrl + Arrow keys + Spacebar:** Select multiple individual items in a window or on the desktop.
- **Ctrl + Arrow keys:** Resize the Start menu when it's open.
- **Esc:** Stop or leave the current task.
- **F2:** Rename the selected item.
- **F3:** Search for a file or folder in File Explorer.
- **F4:** Display the address bar list when a File Explorer window is open.
- **F5:** Refresh the active window.
- **F6:** Cycle through screen elements in a window or on the desktop.

- **F10**: Enable the Menu bar for the active app.
- **PrtScn**: Take a screenshot and copy it to the clipboard. To make the PrtScn key launch the Snipping Tool, go to *Start > Settings > Ease of Access > Keyboard*, and turn on the toggle under *Print Screen* shortcut.
- **Shift + Delete**: Delete the selected file permanently instead of moving it to the Recycle Bin.
- **Shift + F10**: Show the shortcut menu for the selected item.
- **Shift + Arrow key**: Select desired amount of text in a document, or more than one item in a window.
- **Windows key + A**: Open the Action Center.
- **Windows key + D**: Display or hide the desktop.
- **Windows key + E**: Open the File Explorer.
- **Windows key + I**: Open the Settings app.
- **Windows key + L**: Lock your computer.
- **Windows key + Left arrow**: Snap an app or window to the left side of the screen.
- **Windows key + Right arrow key**: Snap an app or window to the right side of the screen.
- **Windows key + Period (.)**: Open the emoji panel.
- **Windows key + Semicolon (;)**: Open the emoji panel.
- **Windows key + PrtScn**: Take a screenshot of the full screen and save it to the "Screenshots" folder.
- **Windows key + Shift + S**: Take a partial screenshot using Snip & Sketch tool.
- **Windows key + V**: Open the Clipboard bin.

Windows Key Keyboard Shortcuts

- **Windows key**: Open or close the Windows Start menu.
- **Windows key + A**: Open the Action Center.
- **Windows key + Alt + D**: Show or hide the date and time on the desktop.
- **Windows key + Alt + Number key (0-9)**: Open the desktop and open the Jump List for the first ten apps pinned to the taskbar in numerical order.
- **Windows key + B**: Set focus in the notification area.
- **Windows key + C**: Open Cortana in the listening mode.
- **Windows key + Comma (,)**: Get a temporary peek at the desktop.
- **Windows key + Ctrl + D**: Create a new virtual desktop.
- **Windows key + Ctrl + Enter**: Turn on the Narrator.
- **Windows key + Ctrl + F**: Search for PCs on the same network.
- **Windows key + Ctrl + F4**: Close the current desktop.
- **Windows key + Ctrl + Left**: Scroll through your desktops to the left.
- **Windows key + Ctrl + Right**: Scroll through your desktops to the right.
- **Windows key + Ctrl + Q**: Open the Quick Assist panel.
- **Windows key + Ctrl + Shift + B**: Wake your PC from a black screen.
- **Windows key + Ctrl + Shift + Number**: Open a new instance of the app located at the given position on the taskbar as an administrator.
- **Windows key + Ctrl + Spacebar**: Change to a previously selected input.
- **Windows key + Ctrl + Number (0-9)**: Open the desktop and switch to the last nine active windows of the apps pinned to the taskbar.

- **Windows key + D:** Minimize apps and go to the desktop.
- **Windows key + Up arrow:** Maximize the app window.
- **Windows key + Down arrow:** Remove the current app from the screen. You can use this Windows 10 keyboard shortcut to minimize the desktop window.
- **Windows key + Left arrow:** Maximize the app window to the left side of the screen.
- **Windows key + Right arrow:** Maximize the app window to the right side of the screen.
- **Windows key + E:** Open the File Explorer.
- **Windows key + Esc:** Exit Magnifier.
- **Windows key + F:** Launch Feedback Hub app.
- **Windows key + G:** Open the Game bar while playing a game.
- **Windows key + H:** Open the dictation feature.
- **Windows key + Home:** Minimize all desktop windows except the active one. The same shortcut can be used to restore the minimized desktop windows.
- **Windows key + I:** Open PC Settings.
- **Windows key + J:** Set focus to a Windows tip when the option is available.
- **Windows key + K:** Open the Connect settings.
- **Windows key + L:** Lock your PC or switch accounts.
- **Windows key + M:** Minimize all windows.
- **Windows key + Number key (0-9):** Open the app pinned to the taskbar in the numbered position.
- **Windows key + O:** Lock the device orientation.
- **Windows key + P:** Open Project settings.
- **Windows key + Pause:** Display the System Properties dialog box.
- **Windows key + Plus (+):** Zoom in using the magnifier.
- **Windows key + Minus (-):** Zoom out using the magnifier.
- **Windows key + PrtScn:** Capture full screenshot in the "Screenshots" folder.
- **Windows key + Q:** Open Cortana in listening mode.
- **Windows key + R:** Open the Run command.

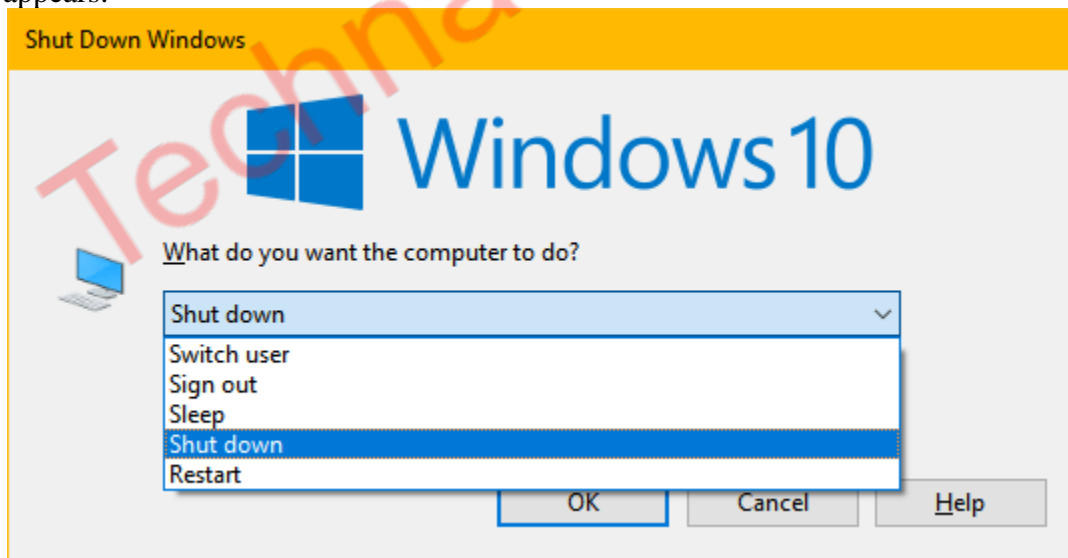


- **Windows key + S:** Open Cortana or Windows search.
- **Windows key + Shift + Up arrow:** Stretch the active desktop window vertically to the top and bottom of the screen.
- **Windows key + Shift + Down arrow:** Minimize the active desktop windows.
- **Windows key + Shift + Left/Right arrow:** Move a desktop app or window from one monitor to another.
- **Windows key + Shift + M:** Restore the minimized windows on the desktop.

- **Windows key + Shift + S:** Take a partial screenshot of your computer's screen.
- **Windows key + Shift + V:** Cycle through PC notifications.
- **Windows key + Shift + Number key (0-9):** Launch a new instance of an app pinned to the taskbar in the same sequence as their position on the taskbar.
- **Windows key + Spacebar:** Change the input language and keyboard layout. You can switch languages by pressing the spacebar.
- **Windows key + T:** Cycle through apps in the taskbar.
- **Windows key + Tab:** See all your desktops and open apps on the Task View page.
- **Windows key + U:** Open the Ease of Access Center.
- **Windows key + V:** Open the clipboard.
- **Windows key + W:** Open the Windows Ink Workspace.
- **Windows key + X:** Open the Quick Link menu.
- **Windows key + Y:** Switch input between your desktop and Windows Mixed Reality.
- **Windows key + Z:** Show the commands available in an app in full-screen mode.
- **Windows key + Comma(,):** Temporarily hide apps to give a brief peek of the desktop.
- **Windows key + Slash (/):** Start IME reconversion.
- **Windows key + Period (.):** Open the emoji panel.
- **Windows key + Semicolon (;):** Open the emoji panel.

Windows 10 Desktop Shortcuts

- **Alt + Esc:** Cycle through all open windows on your PC.
- **Alt + F4:** Close the active window. If there are no active windows, you'll see the Shutdown box with options like Switch user, Sign out, Sleep, Restart, and Shut down appears.



- **Alt + F8:** Reveals typed password in Sign-in screen.
- **Alt + Left arrow:** Go back.
- **Alt + Page Up:** Move up one screen.
- **Alt + Page down:** Move down one screen.
- **Alt + Right arrow:** Go forward.
- **Alt + Spacebar:** Open the [context menu](#) for the active window.

- **Alt + Tab:** Switch between open apps while pressing the Tab or the left and right arrow keys.
- **Alt + Underlined letter:** Runs command for the underlined letter in apps. You can activate the underlined keys in Windows 10 by going to *Settings > Ease of Access > Interaction > Keyboard > Change how keyboard shortcuts work* and turning on *Underline access keys when available*.
- **Backspace:** Return to Settings app home page.
- **Ctrl + Alt + Tab:** View open apps.
- **Ctrl + Arrow keys (to select) + Spacebar:** Select multiple items on desktop or File Explorer.
- **Ctrl + Arrow keys:** Change Start menu size.
- **Ctrl + Click a grouped app button:** Cycle through windows in the group from the taskbar.
- **Ctrl + Up arrow:** Move the cursor to the beginning of the previous paragraph
- **Ctrl + Down arrow:** Move the cursor to the beginning of the next paragraph.
- **Ctrl + Left arrow:** Move the cursor to the beginning of the previous word.
- **Ctrl + Right arrow:** Move the cursor to the beginning of the next word.
- **Ctrl + Esc:** Launch the Start menu.
- **Ctrl + F5 (or Ctrl + R):** Refresh current window.
- **Ctrl + Shift + Arrow keys:** Select block of text.
- **Ctrl + Shift + Click app icon:** Run app as administrator from the taskbar.
- **Ctrl + Shift + Esc:** Open Task Manager.
- **Ctrl + Shift:** Switch keyboard layout.
- **Ctrl + Spacebar:** Enable or disable Chinese IME.
- **F10:** Enable app menu bar.
- **Shift + Arrow keys:** Select multiple items.
- **Shift + Click app button:** Open another instance of an app from the taskbar.
- **Shift + F10:** Open context menu for selected item.
- **Shift + Right-click a taskbar app icon:** Show the context menu for the app.
- **Windows key:** Open Start menu.
- **Windows key + A:** Open Action Center.
- **Windows key + Alt + D:** Open date and time in the taskbar.
- **Windows key + Alt + Number (0-9):** Open Jump List of the app in their respective numerical position on the [Windows taskbar](#).
- **Windows key + Ctrl + D:** Create a new virtual desktop.
- **Windows key + Ctrl + F4:** Close active virtual desktop.
- **Windows key + Ctrl + Left arrow:** Switch to the virtual desktop on the left.
- **Windows key + Ctrl + Right arrow:** Switch to the virtual desktop on the right.
- **Windows key + D:** Display and hide the desktop.
- **Windows key + Home:** Minimize or maximize all but the active desktop window.
- **Windows key + I:** Open Settings app.
- **Windows key + Left arrow:** Snap app or window left.
- **Windows key + M:** Minimize all windows.
- **Windows key + Number (0-9):** Open the taskbar apps in the number they are positioned.
- **Windows key + P:** Open the Project settings.
- **Windows key + Right arrow:** Snap an app or window right.

- **Windows key + S (or Q):** Open Search.
- **Windows key + Shift + Down arrow:** Maximize or minimize active desktop windows vertically while maintaining width.
- **Windows key + Shift + Left arrow:** Move the active window from the current monitor to the monitor on the left.
- **Windows key + Shift + M:** Restore minimized windows on the desktop.
- **Windows key + Shift + Right arrow:** Move the active window to the monitor on the right.
- **Windows key + Shift + Up arrow:** Stretch desktop window to the top and bottom of the screen.
- **Windows key + T:** Cycle through apps in the taskbar.
- **Windows key + Tab:** Launch Task View.
- **Windows key + X:** Open the Quick Link menu.

Command Prompt Keyboard Shortcuts

- **Arrow keys:** Move the cursor in the direction specified.
- **Ctrl + A:** Select all content of the current line.
- **Ctrl + C:** Copy the selected text to the clipboard.
- **Ctrl + Insert:** Copy the selected text to the clipboard.
- **Ctrl + Down arrow:** Move the screen down one line.
- **Ctrl + Up arrow:** Move the screen up one line.
- **Ctrl + End:** Scroll to the bottom of the console.
- **Ctrl + Home:** Scroll to the top of the console.
- **Ctrl + F:** Open search for Command Prompt.
- **Ctrl + End:** Move the cursor to the end of the buffer.
- **Ctrl + Home:** Move the cursor to the beginning of the buffer.
- **Ctrl + M:** Enter the Mark mode.
- **Ctrl + Up arrow:** Move up one line in the command output history.
- **Ctrl + V:** Paste the selected text.
- **Left/Right arrow:** Move the cursor left or right in the current line.
- **Page down:** Move the cursor one page down in the console.
- **Page up:** Move the cursor one page up.
- **Shift + Insert:** Paste the selected item.
- **Up/Down arrow:** Cycle through command history of the active session.

Dialog Box Keyboard Shortcuts

- **Alt + Underlined letter:** Run the command used with a specific letter.
- **Arrow keys:** Select a button if the active option is a group of option buttons.
- **Backspace:** Open a folder one level up if a folder is selected in the Save As or Open dialog box.
- **Ctrl + Shift + Tab:** Move back through tabs.
- **Shift + Tab:** Move back through options.
- **Ctrl + Tab:** Move forward through tabs.

- **Tab**: Move forward through options.
- **Ctrl + number (1–9)**: Move to a tab located at a specific number position.
- **F4**: Display the items in the active list.
- **Spacebar**: Tick or untick the highlighted check box in a dialog box.

Windows 10 File Explorer Keyboard Shortcuts

- **Alt + D**: Highlight or select the address bar in the file explorer.
- **Alt + Enter**: Open the Properties window for the selected item.
- **Alt + Left arrow**: View the previous folder.
- **Alt + Right arrow**: View the next folder.
- **Alt + Up arrow**: View the parent folder for the selected folder.
- **Alt + P**: Display the Preview pane.
- **Backspace**: View the previous folder.
- **Ctrl + E**: Select the search box.
- **Ctrl + F**: Select the search box.
- **Ctrl + L**: Focus on the address bar.
- **Ctrl + Mouse wheel**: Change the size and appearance of file and folder icons.
- **Ctrl + N**: Open a new window.
- **Ctrl + Shift + E**: Display all folders in the selected folder's location in the navigation pane.
- **Ctrl + Shift + N**: Create a new folder on desktop or File Explorer.
- **Ctrl + Shift + Number (1-8)**: Switch between different folder view layouts.
- **Ctrl + W**: Close the active window.
- **End**: Scroll to the bottom of the window.
- **F2**: Rename the selected file.
- **F4**: Switch focus to address bar.
- **F5**: Refresh the active File Explorer window.
- **F6**: Cycle through the elements on the screen.
- **F11**: Show the active window in full-screen mode.
- **F11**: Minimize or maximize the active window.
- **Home**: Scroll to the top of the window.
- **Num Lock + Asterisk (*)**: Display all subfolders for the selected folder.
- **Num Lock + Minus (-)**: Collapse the selected folder.
- **Num Lock + Plus (+)**: Expand the selected folder.
- **Left arrow**: Collapse the current selection.
- **Right arrow**: Expand the current selection.
- **Windows key + E**: Launch the [Windows File Explorer](#).

Access Advanced Startup Options on Windows 10

- **F11**: Tapping on the **F11** key rapidly while the system starts up, you can view the **Advanced Startup Options** menu on your Windows PC.
- **F12**: In case you need to troubleshoot your PC using the Windows installer file, insert a USB drive or DVD, turn off your PC, power the computer on, and when you see the

OEM logo screen tap the F12 key rapidly until the *Preparing one-time boot menu* appears. You can now select *UEFI BOOT* and repair or troubleshoot your PC.

- **Shift:** While on the Windows logon screen, click the Power icon, then hold the Shift key and click on the restart option. Select *Troubleshoot > Advanced Options*.

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