250+ Windows 10/11 Keyboard Shortcuts PDF (2023)

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Windows 10 & 11 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.

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- **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. You can also make your PC lock itself automatically when you move away using Dynamic Lock for Windows 10.
- **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

Below is a huge list of all Windows 10 keyboard shortcuts that involve pressing the Windows key in conjunction with some other key/keys to perform a host of tasks fast.

- **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 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 a full screenshot in the "Screenshots" folder.
- **Windows key + Q**: Open Cortana in listening mode.

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- **Windows key + R**: Open the Run command.
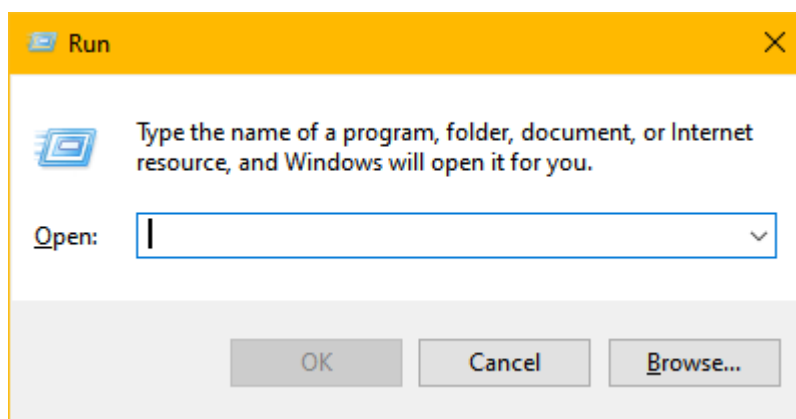
- **Windows key + S**: Open Cortana or Windows search.
- **Windows key + Shift + Up arrow**: Stretch the active desktop window vertically to the top and bottom of the screen.
- **Windows key + Shift + Down arrow**: Minimize the active desktop windows.
- **Windows key + Shift + Left/Right arrow**: Move 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

Whether you use a single monitor, several monitors, or a virtual desktop, the following Windows 10 keyboard shortcuts include all possible key combinations that can come in handy for you.

- **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.
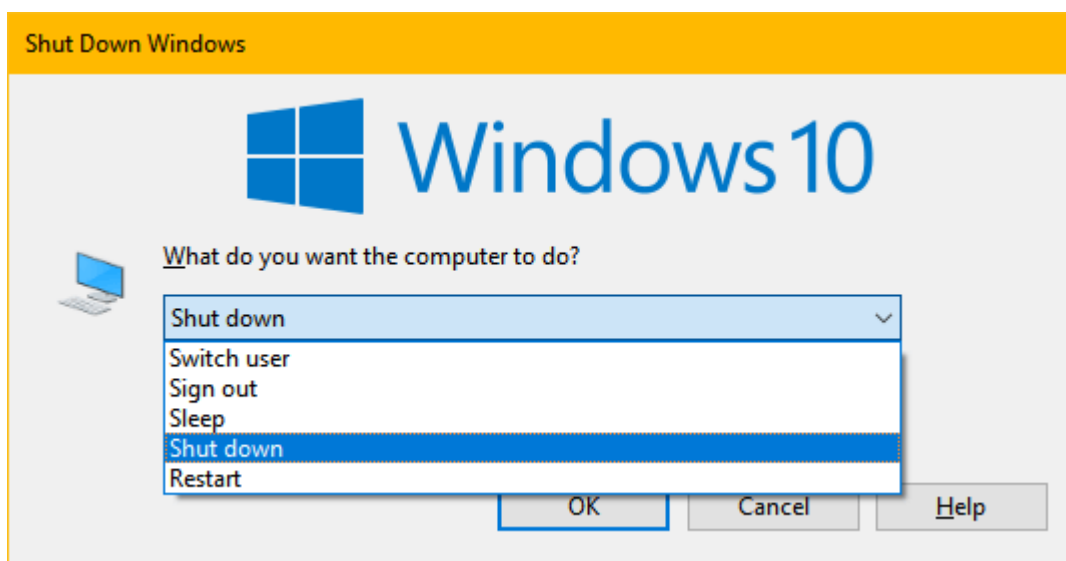
- **Alt + F8**: Reveals typed password in Sign-in screen.
- **Alt + Left arrow**: Go back.
- **Alt + Page Up**: Move up one screen.
- **Alt + Page down**: Move down one screen.
- **Alt + Right arrow**: Go forward.
- **Alt + Spacebar**: Open the context menu for the active window.
- **Alt + Tab**: Switch 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 the 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 the Start menu.
- **Windows key + A**: Open Action Center.
- **Windows key + Alt + D**: Open the date and time in the taskbar.
- **Windows key + Alt + Number (0-9)**: Open the 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 the 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 the 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

The following keyboard shortcuts can be used while using the Windows Command Prompt.

- **Arrow keys**: Move the cursor in the direction specified.

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- **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 the 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.

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Windows 10 File Explorer Keyboard Shortcuts

File Explorer is one of the most-used apps on Windows PC. By using the keyboard shortcuts listed below, you can make the most of the Windows File Explorer.

- **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.

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- **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 the 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

Finally, we have included some easy ways to access the Advanced Startup Options menu on your Windows 10 PC as a bonus. You can use the keys mentioned below while following the instructions to quickly get into the advanced boot options to troubleshoot and fix your computer.

- **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. In case you want to install Windows 11 on your old PC or laptop, please read my tutorial on the topic.
- **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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If you want to get into the Safe Mode in order to troubleshoot some issues you are having on your PC, you can check out these 4 methods to boot Windows 10 into the Safe Mode.