



# Windows keyboard shortcuts



|     |       |                                                |
|-----|-------|------------------------------------------------|
|     | ..... | Open or close the Start menu                   |
| + A | ..... | Open Action center                             |
| + B | ..... | Set focus in the notification area             |
| + C | ..... | Open Cortana in listening mode                 |
| + D | ..... | Display and hide the desktop                   |
| + E | ..... | Open File Explorer (formerly Windows Explorer) |
| + F | ..... | Open the Feedback Hub                          |
| + G | ..... | Open Game bar when a game is open              |
| + I | ..... | Open Settings                                  |
| + K | ..... | Open the Connect quick action                  |
| + L | ..... | Lock your PC or switch accounts                |
| + M | ..... | Minimize all windows                           |
| + O | ..... | Lock device orientation                        |
| + P | ..... | Choose presentation display mode               |
| + R | ..... | Open the Run dialog box                        |
| + S | ..... | Open the Search                                |
| + T | ..... | Cycle through apps on the taskbar              |
| + U | ..... | Open Ease of Access Center                     |
| + W | ..... | Open the Windows Ink Workspace                 |
| + X | ..... | Open the Quick Link menu                       |
| + Z | ..... | Show commands available in an app              |

|                   |       |                                            |
|-------------------|-------|--------------------------------------------|
| + start typing    | ..... | Search your Windows 10 PC                  |
| + Tab             | ..... | Open Task view                             |
| + ← or →          | ..... | Snaps an app to the left or right          |
| + ↑ or ↓          | ..... | Maximize or minimize an app window         |
| + Home            | ..... | Minimize all but the active desktop window |
| + comma           | ..... | Temporarily peek at the desktop            |
| + period          | ..... | Cycle through open apps                    |
| + Enter           | ..... | Open Narrator                              |
| + Pause           | ..... | Display System Properties dialog box       |
| + F1              | ..... | Open Windows Help and Support              |
| + PrtScr          | ..... | Capture to screenshot folder               |
| + plus/minus      | ..... | Zoom in or out using the Magnifier         |
| + Escape          | ..... | Exit Magnifier                             |
| Alt+Tab           | ..... | Switch between open apps                   |
| Ctrl+Alt+Tab      | ..... | View open apps                             |
| Ctrl+C, X, V      | ..... | Copy, cut, paste a selected item           |
| Ctrl+D            | ..... | Delete the selected item to Recycle Bin    |
| Ctrl+Z or Y       | ..... | Undo or Redo an action                     |
| Escape key        | ..... | Stop or exit the current task              |
| Ctrl+Escape       | ..... | Open the Start menu                        |
| Ctrl+Shift+Escape | ..... | Open the Task Manager                      |



# Windows keyboard shortcuts



Ctrl+C ..... Copy what is currently highlighted  
Ctrl+V ..... Paste from clipboard or what has been copied  
Ctrl+X ..... Cut what is highlighted currently  
Ctrl+A ..... Select everything in open document or window  
Ctrl+D ..... Delete what is currently selected  
Alt+F4 ..... Close Open Window  
Ctrl+Z ..... Undo last action  
Ctrl+Y ..... Redo an action  
Alt+Tab ..... Switch between open windows  
Alt+Enter ..... Display properties for the highlighted item  
Alt+Spacebar ..... Display shortcut menu for currently open window  
Alt+← ..... Go back if there is a previous history  
Alt+→ ..... Go Forward in browser history  
Alt+↑ ..... Scroll up an entire screen length  
Alt+↓ ..... Scroll down an entire screen length  
F1 ..... Display the help menu  
F2 ..... Rename what is currently highlighted  
F3 ..... Search for a certain file or folder  
F4 ..... Show address bar list in File Explorer  
F5 ..... Refresh the window that is open currently  
F6 ..... Toggle screen elements/keyboard shortcuts

F10 ..... Show the menu bar in application currently open  
Ctrl + + ..... Zoom in on multiple items  
Ctrl + - ..... Zoom out on multiple items  
Shift+I0 ..... Show shortcuts menu for the selected item  
Esc ..... Stop or leave the current action  
Shift+Delete ..... Delete the highlighted item, without recycle bin  
Alt+D ..... Select the address bar  
Ctrl+E ..... Select the search bar  
Ctrl+N ..... Open new window  
Ctrl+W ..... Close selected window  
Ctrl+Mouse Wheel ..... Change Size and look of file and folder icons  
Ctrl+Shift+E ..... Show all the folders about the highlighted folder  
Ctrl+Shift+N ..... Make a new folder  
Num Lock + \* ..... Show all the sub folders of the highlighted folder  
Num Lock + + ..... Show the contents of the highlighted folder  
Alt+P ..... Show the preview pane  
Backspace ..... Go to the previous folder  
Alt+↑ ..... View the folder that the current folder was in  
Alt+← ..... Show the previous folder  
End ..... Show the bottom of the current open window  
Home ..... Display the top of the current open window



# Windows alternate characters



| Alt+Numeric   | Symbol                    |
|---------------|---------------------------|
| Alt+0153..... | (trademark) ™             |
| Alt+0169..... | (copyright) ©             |
| Alt+0174..... | (registered) ®            |
| Alt+0137..... | (per mille) ‰             |
| Alt+241.....  | (plus or minus) ±         |
| Alt+0188..... | (vulgar fraction) ¼       |
| Alt+0189..... | (vulgar fraction) ½       |
| Alt+0190..... | (vulgar fraction) ¾       |
| Alt+240.....  | (exactly identical) ≡     |
| Alt+247.....  | (approximately equal) ≈   |
| Alt+242.....  | (greater than or equal) ≥ |
| Alt+243.....  | (less than or equal) ≤    |
| Alt+251.....  | (square root) √           |
| Alt+252.....  | (power of n) ⁿ            |
| Alt+0185..... | (power of 1) ¹            |
| Alt+0178..... | (squared) ²               |
| Alt+0179..... | (cubed) ³                 |
| Alt+227.....  | (pi) π                    |

| Alt+Numeric   | Symbol               |
|---------------|----------------------|
| Alt+248.....  | (degree) °           |
| Alt+2368..... | (infinity) ∞         |
| Alt+230.....  | (micro) μ            |
| Alt+228.....  | (sum) Σ              |
| Alt+7.....    | (bullet 1) •         |
| Alt+9.....    | (bullet 2) ○         |
| Alt+23.....   | (up/down arrow) ⇕    |
| Alt+24.....   | (up arrow) ↑         |
| Alt+25.....   | (down arrow) ↓       |
| Alt+26.....   | (right arrow) →      |
| Alt+27.....   | (left arrow) ←       |
| Alt+29.....   | (right/left arrow) ↔ |
| Alt+156.....  | (pound) £            |
| Alt+0128..... | (euro) €             |
| Alt+36.....   | (dollar sign) \$     |
| Alt+155.....  | (cent) ¢             |
| Alt+157.....  | (yen) ¥              |
| Alt+159.....  | (franc) ₣            |

| Alt+Numeric   | Symbol                       |
|---------------|------------------------------|
| Alt+158.....  | (peseta) Pts                 |
| Alt+224.....  | (alpha) α                    |
| Alt+225.....  | (beta) β                     |
| Alt+235.....  | (delta) δ                    |
| Alt+234.....  | (omega) Ω                    |
| Alt+254.....  | (stop) ■                     |
| Alt+30.....   | (point up) ▲                 |
| Alt+31.....   | (point down) ▼               |
| Alt+21.....   | (section) §                  |
| Alt+20.....   | (paragraph pilcrow) ¶        |
| Alt+0147..... | (curly double open quote) “  |
| Alt+0148..... | (curly double close quote) ” |
| Alt+174.....  | (quotation mark) «           |
| Alt+175.....  | (quotation mark) »           |
| Alt+0156..... | (ligature) œ                 |
| Alt+0149..... | (bullet) •                   |
| Alt+0216..... | (diameter) Ø                 |
| Alt+0209..... | (enye) Ñ                     |