

Conventions

	Win key
↑, ↓, ←, →	Up, Down, Left, Right
↶, ^, ⇧	Alt, Ctrl, Shift
a, b, c, <key>	a, b, and c keys, etc.
[Home], [Insert], [<Key>]	Home, Insert keys, etc.
{ [L]	Click left key of mouse
{ [R]	Click right key of mouse
first time behavior ^{1st}	1st input
second time behavior ^{2nd}	2nd input, etc.
* , **	Additional information in note area

This cheat sheet comes from [Keyboard shortcuts in Windows](#)
Applies to: Windows 10, Windows 8.1, and Windows 7

Window Sizing

+ ↑	Maximum the window
+ ↓	Maximum Size - Restore the window Normal Size - Minimize the window
+ ←	Left Side
+ →	Right Side For maximizing the windows to target side.
+ d	Display desktop ^{1st} Close desktop ^{2nd}
+ m	Minimize all windows
+ ⇧ + m	Restore all windows
+ [Home]	Minimize all except the active desktop window ^{1st} Restore all windows ^{2nd}
+ ⇧ + ↓	Stretch the window vertically Maximum Size - Restore the window Normal Size - Minimize the window vertically

Multi-Monitor

+ ⇧ + ←	Move the window to LEFT monitor
+ ⇧ + →	Move the window to RIGHT monitor

Virtual Desktop

+ [Tab]	Open Task view
+ ^ + d	Add a virtual desktop
+ ^ + →	Switch to the Right virtual desktop
+ ^ + ←	Switch to the Left virtual desktop
+ ^ + [F4]	Close current virtual desktop

Close/Delete

^ + d	Delete the selected item and move it to the Recycle Bin.
[Delete]	Delete the selected item <i>without</i> move it to the Recycle Bin.
⇧ + [Delete]	Delete the selected item <i>without</i> move it to the Recycle Bin.
↶ + [F4]	Close/Exit the active item/app
^ + [F4]	Close the active document (multi-document apps)
+ ^ + [F4]	Close current virtual desktop
[Esc]	Stop/Leave the current task

General Keys

^ + z	Undo an action
^ + y	Redo an action
^ + f	Open search function
[F3]	Search for next elements
⇧ + [F3]	Search for previous elements
[F1]	Open help
[F2]	Rename the selected item
[F5]	Refresh current context of app
^ + r	
[F6]	Cycle through screen elements in a window or on the desktop.
[F10]	Activate the Menu bar in the active app
[F11]	Full screen
↶ + ← + →	Go back/forward
↶ + ↑ + ↓	Move up/down on screen
^ + [Tab]	Move forward through tabs
^ + ⇧ + [Tab]	Move back through tabs
^ + <num>	Move to nth tab



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General Keys (cont)

[Tab]	Move forward through <i>options</i>
⇧ + [Tab]	Move back through <i>options</i>
⇧ + ↑ ↓ ← →	Select <i>more than one item</i>
^ + a	Select <i>all items</i>
↶ + d	Focus/Select the <i>address bar</i>
^ + n	Open a <i>new window</i> .
^ + w	Close the active <i>tab/window</i> .
[Space]	Select/Clear the active <i>check box</i>
[Backspace]	Go back(non-editing)

Different apps may have different behaviors for the general shortcuts.

Miscellaneous

⊞ + l	Lock your PC
⊞ + ↶ + D	Display/Hide the <i>date and time</i> on the desktop
↶ + [F8]	Show your <i>password</i> on the sign-in screen

Open/Focus Application

↶ + [Tab]	Switch between open apps.
↶ + [Esc]	Cycle through screen elements in a window or on the desktop.
⊞ + <num>	Start/Switch the app
⊞ + ⇧ + <num>	Start a new instance of the app
⊞ + ^ + <num>	Switch to the last active window of the app
⊞ + ↶ + <num>	Open the <i>Jump List</i> For the app pinned to the taskbar <i>in the position indicated by the number</i> .
⊞ + ^ + ⇧ + <num>	Open a new instance(as administrator) For the app located at the <i>given position</i> on the taskbar

Open Feature

⊞	Open Start menu ^{1st} ☰
^ + [Esc]	Close Start menu ^{2nd} ☰
⊞ + s	Open Search
⊞ + q	
⊞ + r	Open the Run dialog box Ⓜ
⊞ + x	Open the Quick Link menu
⊞ + e	Open File explorer
⊞ + .	Open Emoji panel 😊
⊞ + ;	
⊞ + [Tab]	Open Task view
^ + ⇧ + [Esc]	Open Task Manager
^ + [Pause]	Display the System Properties
⊞ + i	Open Settings ⚙️
⊞ + u	Open Ease of access center ⚙️
⊞ + k	Open the Connect quick action 📶
⊞ + a	Open Action center
⊞ + g	Open Game bar
⊞ + c *	Open Cortana in listening mode
⊞ + ⇧ + c *	Open the Charms menu
⊞ + f	Open Feedback hub

* This shortcut is turned off by default. To turn it on, select **Start > Settings > Cortana**.

Task bar

⇧ + { [L] }	Open another instance of an app
^ + { [L] }	Cycle through the windows of the group
^ + ⇧ + { [L] }	Open an app as an administrator
⇧ + { [R] }	Show the window menu for the <i>group/app</i>



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☰ Task bar (cont)

☰ + <num>	Start/Switch the app
☰ + ⇄ + <num>	Start a new instance of the app
☰ + ^ + <num>	Switch to the last active window of the app
☰ + ↶ + <num>	Open the <i>Jump List</i> For the app pinned to the taskbar <i>in the position indicated by the number.</i>
☰ + ^ + ⇄ + <-num>	Open a new instance(as administrator) For the app located at the <i>given position</i> on the taskbar

These shortcuts are performed on **taskbar button**

📄 Clipboard

^ + c	Copy the selected text 📄
^ + [Insert]	
^ + v	Paste the selected text 📄
⇄ + [Insert]	
^ + x	Cut the selected item ✂
[PrtScn] *	Take a screenshot of your <i>whole screen</i> 📷
☰ + ⇄ + s	Take a screenshot of <i>part of your screen</i> 📷
☰ + v * *	Open the clipboard

* You can change this shortcut so it also opens screen snipping, which lets you edit your screenshot. Select *Start > Settings > Ease of Access > Keyboard*, and turn on the toggle under **Print Screen** shortcut.

* * To activate this shortcut, select *Start > Settings > System > Clipboard*, and turn on the toggle under **Clipboard history**.

[Ditto](#) is a comprehensive clipboard of alternative.

✍ Edit Text

^ + a	Select all of the text in current ui component
⇄ + ↑ ↓ ← →	Select one more character
^ + ⇄ + ↑ ↓ ← →	Select one more block of text

✍ Edit Text (cont)

⇄ + [Home]	Select backward to <i>beginning of line</i>
⇄ + [End]	Select forward to <i>end of line</i>
⇄ + [Page Up]	Select backward to <i>beginning of page</i>
⇄ + [Page Down]	Select forward to <i>end of page</i> From <i>current position</i> of the cursor
← + ←	Previous Word ⏪
→ + →	Next Word ⏩
	For <i>moving the cursor</i> to the beginning of text
^ + ↑	Previous Paragraph ¶
^ + ↓	Next Paragraph ¶
	For <i>moving the cursor</i> to the beginning of text
[F2]	Start editing the <i>selected item</i>