

## Windows 10 Shortcut Key Combinations

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#### Regular Keyboard Shortcuts

Copy, paste, and other general keyboard shortcuts

Windows logo key keyboard shortcuts

Command Prompt keyboard shortcuts

Dialog box keyboard shortcuts

File Explorer keyboard shortcuts

Virtual desktops keyboard shortcuts

Taskbar keyboard shortcuts

Taskbar keyboard shortcuts

#### Additional Keyboard Shortcuts

Keyboard shortcuts in apps

Windows keyboard shortcuts for accessibility

Microsoft Surface Hub keyboard shortcuts

Keyboard shortcuts in Continuum for phones

<https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts>

<https://blogs.technet.microsoft.com/sebastianklenk/2015/05/28/windows-10-keyboard-shortcuts-at-a-glance/>

<b>Press this key</b>	<b>To do this</b>
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.
Windows logo key + L	Lock your PC.
Windows logo key + 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 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 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 + Left arrow	Go back.
Alt + Right arrow	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 + Right arrow	Move the cursor to the beginning of the next word.
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps.
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified.
Ctrl + Shift + arrow keys	When a tile is in focus on the Start menu, move it into another tile to create a folder.
Ctrl + arrow keys	Resize the Start menu when it's open.
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or 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.
Right arrow	Open the next menu to the right, or open a submenu.
Left arrow	Open the next menu to the left, or close a submenu.
Esc	Stop or leave the current task.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard, or OneDrive. Note 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.

Press this key	To do this
WinKey	Open or close Start.
WinKey + A	Open Action center.
WinKey + B	Set focus in the notification area.
WinKey + C	Open Cortana in listening mode.
	Notes This shortcut is turned off by default. To turn it on, select Start > Settings > Cortana, and turn on the toggle under Let Cortana listen for my commands when I press the WinKey + C.
WinKey + Shift + C	Open the charms menu.
WinKey + D	Display and hide the desktop.
WinKey + Alt + D	Display and hide the date and time on the desktop.
WinKey + E	Open File Explorer.
WinKey + F	Open Feedback Hub and take a screenshot.
WinKey + G	Open Game bar when a game is open.
WinKey + H	Start dictation.
WinKey + I	Open Settings.
WinKey + J	Set focus to a Windows tip when one is available.
	When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
WinKey + K	Open the Connect quick action.
WinKey + L	Lock your PC or switch accounts.
WinKey + M	Minimize all windows.
WinKey + O	Lock device orientation.
WinKey + P	Choose a presentation display mode.
WinKey + Ctrl + Q	Open Quick Assist.
WinKey + R	Open the Run dialog box.
WinKey + S	Open search.
WinKey + Shift + S	Take a screenshot of part of your screen.
WinKey + T	Cycle through apps on the taskbar.
WinKey + U	Open Ease of Access Center.
WinKey + V	Open the clipboard.
	Note To activate this shortcut, select Start > Settings > System > Clipboard, and turn on the toggle under Clipboard history.
WinKey + Shift + V	Cycle through notifications.
WinKey + X	Open the Quick Link menu.
WinKey + Y	Switch input between Windows Mixed Reality and your desktop.
WinKey + Z	Show the commands available in an app in full-screen mode.
WinKey + period (.) or semicolon (;)	Open emoji panel.
WinKey + comma (,)	Temporarily peek at the desktop.
WinKey + Pause	Display the System Properties dialog box.
WinKey + Ctrl + F	Search for PCs (if you're on a network).
WinKey + Shift + M	Restore minimized windows on the desktop.
WinKey + 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.
WinKey + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.

WinKey + 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.
WinKey + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.
WinKey + 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.
WinKey + Tab	Open Task view.
WinKey + Up arrow	Maximize the window.
WinKey + Down arrow	Remove current app from screen or minimize the desktop window.
WinKey + Left arrow	Maximize the app or desktop window to the left side of the screen.
WinKey + Right arrow	Maximize the app or desktop window to the right side of the screen.
WinKey + Home	Minimize all except the active desktop window (restores all windows on second stroke).
WinKey + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
WinKey + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.
WinKey + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
WinKey + Spacebar	Switch input language and keyboard layout.
WinKey + Ctrl + Spacebar	Change to a previously selected input.
WinKey + Ctrl + Enter	Turn on Narrator.
WinKey + Plus (+)	Open Magnifier.
WinKey + forward slash (/)	Begin IME reversion.
WinKey + Ctrl + V	Open shoulder taps.

<b>Press this key</b>	<b>To do this</b>
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 + Up arrow	Move up one line in the output history.
Ctrl + Down arrow	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.

<b>Press this key</b>	<b>To do this</b>
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.

<b>Press this key</b>	<b>To do this</b>
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 + asterisk (*)	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 + Right arrow	View the next folder.
Alt + Up arrow	View the folder that the folder was in.
Alt + Left arrow	View the previous folder.
Backspace	View the previous folder.
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder.
Left arrow	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.



<b>Press this key</b>	<b>To do this</b>
Windows logo key + Tab	Open Task view.
Windows logo key + Ctrl + D	Add a virtual desktop.
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right.
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left.
Windows logo key + Ctrl + F4	Close the virtual desktop you're using.

<b>Press this key</b>	<b>To do this</b>
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.

Taskbar keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
Windows logo key + I	Open settings.
Backspace	Go back to the settings home page.
Type on any page with search box	Search settings.

Keyboard shortcuts are keys or combinations of keys that provide another way to do something that you'd typically do with a mouse.

The following are common keyboard shortcuts in many of the Microsoft apps that come with Windows 10. This includes shortcuts for:

[Microsoft Edge](#)

[Calculator](#)

[Game bar](#)

[Groove](#)

[Maps](#)

[Movies & TV](#)

[Paint](#)

[Paint 3D](#)

[Photos](#)

[Voice Recorder](#)

[WordPad](#)

In many of these apps, shortcuts are also shown in a tooltip if you hold the mouse pointer over a button. In others, pressing the Alt or F10 keys shows available keyboard shortcuts. If a letter is underlined in a menu, press the Alt key and the underlined key together instead of choosing that menu item. For example, to create a new picture in Paint, press Ctrl + N.

Note

With a touch keyboard, you'll need to press the Ctrl key to view some shortcuts.

## Windows Keyboard Shortcuts for Accessibility

Accessibility shortcuts can help you use your PC with a keyboard or assistive device. The following is a list of keyboard shortcuts for assistive technologies in Windows 10. To see a list of keyboard shortcuts and touch gestures for Narrator in Windows 10, see Narrator keyboard commands and touch gestures.

### Magnifier keyboard shortcuts

<b>Press this key</b>	<b>To do this</b>
Windows logo key + Plus sign (+)	Turn Magnifier on
Windows logo key + Esc	Turn Magnifier off
Windows logo key + Plus sign (+) or Minus sign (-)	When Magnifier is on, zoom in or out
Ctrl + Alt + mouse scroll wheel	Zoom in and out using the mouse scroll wheel
Windows logo key + Ctrl + M	Open Magnifier settings
Ctrl + Alt + arrow keys	Pan in the direction of the arrow keys
Ctrl + Alt + I	Invert colors
Ctrl + Alt + F	Switch to full screen view
Ctrl + Alt + L	Switch to lens view
Ctrl + Alt + D	Switch to docked view
Ctrl + Alt + M	Cycle through views
Ctrl + Alt + R	Resize the lens with the mouse
Shift + Alt + arrow keys	Resize the lens with the keyboard
Ctrl + Alt + Spacebar	Quickly see the entire desktop when using full screen view