

Windows Keyboard Shortcuts

Windows Key Shortcuts

The Windows key gives you quick access to Windows functionality. Look for the Windows key to the left of the **Spacebar** (usually between the **Ctrl** and **Alt** keys) and sometimes to the right of the spacebar. (The Windows key may be in a different location on smaller laptop keyboards, such as the upper-right corner).

Pressing the Windows key alone (shown below as **⊞**) or combined with other keys enables you to move around and work with Windows without using the mouse or other pointing device.



Select this	To do this
Windows key ⊞ or Ctrl + Esc	Open and close the Start Menu.
⊞ + E	Open the File Explorer window (previously called Windows Explorer).
⊞ + D	Minimize all open windows and Show Desktop (repeat to restore).
⊞ + M	Minimize all open windows.
⊞ + Shift + M	Restore after minimizing all windows.
⊞ + Tab	Open Task view to see all open windows.
⊞ + 1 , ⊞ + 2 , etc.	Switch to the Desktop and launch the <i>n</i> th application in the taskbar. For instance, ⊞ + 1 launches the first application in the list, numbered from left to right.
⊞ + T	Move or cycle through applications on the taskbar.
⊞ + R	Open the Run command.
⊞ + Pause	Open the System Properties portion of the Control Panel.
⊞ + U	Open the Ease of Access Center window.
⊞ + X	Open the advanced menu in the lower-left corner of the screen.
⊞ + L	Switch between users or lock the Desktop while unattended.
⊞ + I	Open the Settings app.
⊞ + H	Launch voice typing (enable voice-to-text)
⊞ + V	Activates the clipboard history, which stores multiple items.
⊞ + , (comma)	Peek at the Desktop. Hold to keep peek open.
⊞ + ; (semi-colon) or ⊞ + . (period)	Enable emoji keyboard.

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Windows Keyboard Shortcuts

Keyboard shortcuts to work with an active open window

Select this	To do this
⌘ + ↑	Maximize the active window vertically and horizontally.
⌘ + ↓	Restore or minimize the active window.
⌘ + ←	Dock the active window to the left half of the monitor.
⌘ + →	Dock the active window to the right half of the monitor.
⌘ + Shift + ↑	Maximize the active window vertically, maintaining the current width.
⌘ + Shift + ↓	Restore or minimize the active window vertically, maintaining the current width.
⌘ + Shift + ←	With multiple monitors, move the active window to the monitor on the left.
⌘ + Shift + →	With multiple monitors, move the active window to the monitor on the right.
⌘ + Home	Minimize or restore all other windows except for the active/current window.
⌘ + PrtScr	Take a picture of the screen and place it in the Computer > Pictures > Screenshots folder.
⌘ + +	Zoom in. Launches the magnifier to zoom in on the current window.
⌘ + -	Zoom out in the current window when the magnifier is enabled.
⌘ + Esc	Close the magnifier.
⌘ + P	Open the Project menu (when connected to an external display or projector).

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Other Handy Windows Shortcuts

Try these other helpful keyboard shortcuts for everyday Windows actions:

Select this	To do this
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Esc	Open and close the Start Menu.
Delete	Delete the selected item and move it to the Recycle Bin (applies to items on your local hard drive).
Shift + Delete	Delete selected items permanently without placing the item in the Recycle Bin.
Ctrl + A	Select All.
Ctrl + Shift + N	Makes a new empty folder.
Alt + D	In File Explorer, highlights the Explorer address bar.
F4	In File Explorer, highlights the Explorer address bar and pops open the list of previous addresses.
Alt + Tab	Switch between open windows without touching your mouse.
Ctrl + Tab	Cycle through an application's window (or a web browser's tabs).
Alt + Esc	Cycle through items in the order in which they were opened.
Ctrl + Shift + Esc	Open the Windows Task Manager.
Alt + F4	Close the active item or quit the active program.
Alt + ←	In File Explorer opens the previously viewed windows as though you've clicked the Back button in a browser.
Alt + →	Once you've pressed Alt + ← , you can use this shortcut to move forward through your recently opened windows in File Explorer.
Ctrl + F4	Close the active document window.
F1	Display Help and Support.
F2	Rename the selected item.
F3	Search for a file or folder.
F5	Refresh the active window.
F6 or Tab	Cycle the focus through screen elements in a window or on the Desktop.
F11	Enters or exits full-screen mode in which the current window fills the entire screen, even if the taskbar is hidden. Helpful with some web browser windows.
Shift + F10	Display the shortcut menu for the selected item.
Esc	Cancel the current task.
Alt + Enter or Alt + double-click an icon	Display properties for the selected item.
Alt + Spacebar	Open the shortcut menu for the active window.