Keyboard shortcuts in Windows 10

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Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse. Click an option below, and it'll open to display a table of related shortcuts:

Copy, paste, and other general keyboard shortcuts

Press this key	To do this
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.

Press this key	To do this
F6	Cycle through screen elements in a window or on the 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 in which 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.

Press this key	To do this
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 on the 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. **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**. Use PrtScn key to open screen snipping

Windows logo key keyboard shortcuts

Press this key	To do this
Windows logo key	Open or close Start.
Windows logo key + A	Open Action center.
Windows logo key + B	Set focus in the notification area.
Windows logo key + 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 Windows logo key + C**. Cortana is available only in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key + Shift + C	Open the charms menu.
Windows logo key + D	Display and hide the desktop.
Windows logo key + Alt + D	Display and hide the date and time on the desktop.
Windows logo key + E	Open File Explorer.
Windows logo key + F	Open Feedback Hub and take a screenshot.
Windows logo key + G	Open Game bar when a game is open.
Windows logo key + Alt + B	Turn HDR on or off. **Note:** Applies to the Xbox Game Bar app version 5.721.7292.0 or newer. To update your Xbox Game Bar, go to the Microsoft Store app and check for updates.

Press this key	To do this
Windows logo key + H	Start dictation.
Windows logo key + I	Open Settings.
Windows logo key + 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.
Windows logo key + K	Open the Connect quick action.
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + M	Minimize all windows.
Windows logo key + O	Lock device orientation.
Windows logo key + P	Choose a presentation display mode.
Windows logo key + Ctrl + Q	Open Quick Assist.
Windows logo key + R	Open the Run dialog box.
Windows logo key + S	Open search.
Windows logo key + Shift + S	Take a screenshot of part of your screen.

Press this key	To do this
Windows logo key + T	Cycle through apps on the taskbar.
Windows logo key + U	Open Ease of Access Center.
Windows logo key + V	Open the clipboard. Note To activate this shortcut, select **Start** > **Settings** > **System** > **Clipboard**, and turn on the toggle under **Clipboard history**.
Windows logo key + Shift + V	Cycle through notifications.
Windows logo key + X	Open the Quick Link menu.
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop.
Windows logo key + Z	Show the commands available in an app in full-screen mode.
Windows logo key + period (.) or semicolon (;)	Open emoji panel.
Windows logo key + comma (,)	Temporarily peek at the desktop.
Windows logo key + Pause	Display the System Properties dialog box.
Windows logo key + Ctrl + F	Search for PCs (if you're on a network).
Windows logo key + Shift + M	Restore minimized windows on the desktop.
Windows logo key + 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.

Press this key	To do this
Windows logo key + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.
Windows logo key + 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.
Windows logo key + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.
Windows logo key + 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.
Windows logo key + Tab	Open Task view.
Windows logo key + Up arrow	Maximize the window.
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window.
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen.
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen.
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke).
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.

Press this key	To do this
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
Windows logo key + Spacebar	Switch input language and keyboard layout.
Windows logo key + Ctrl + Spacebar	Change to a previously selected input.
Windows logo key + Ctrl + Enter	Turn on Narrator.
Windows logo key + Plus (+)	Open Magnifier.
Windows logo key + forward slash (/)	Begin IME reconversion.
Windows logo key + Ctrl + V	Open shoulder taps.
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen.
Windows logo key + Alt + Enter (on taskbar item focus)	Open taskbar settings.

Command Prompt keyboard shortcuts

Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text.
Ctrl + V (or Shift + Insert)	Paste the selected text.

Press this key	To do this
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.

Dialog box keyboard shortcuts

Press this key	To do this
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.

Press this key	To do this
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.

File Explorer keyboard shortcuts

Press this key	To do this
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.

Press this key	To do this
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.

Virtual desktops keyboard shortcuts

Press this key	To do this
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.

Taskbar keyboard shortcuts

Press this key	To do this
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.

Press this key	To do this
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.

Settings keyboard shortcuts

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