Keyboard shortcuts in apps – Microsoft Support

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Windows 11 Windows 10

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 and Windows 11. 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 Altkey 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.

Calculator keyboard shortcuts

Press this key	To do this
Alt + 1	Switch to Standard mode
Alt + 2	Switch to Scientific mode
Alt + 3	Switch to Graphing mode
Alt + 4	Switch to Programmer mode
Alt + 5	Switch to Date Calculation mode
Ctrl + M	Store in memory, in Standard mode, Scientific mode, and Programmer mode
Ctrl + P	Add to memory, in Standard mode, Scientific mode, and Programmer mode
Ctrl + Q	Subtract from memory, in Standard mode, Scientific mode, and Programmer mode
Ctrl + R	Recall from memory, in Standard mode, Scientific mode, and Programmer mode
Ctrl + L	Clear memory
Delete	Clear current input (select CE)
Esc	Fully clear input (select C)
Tab	Navigate to the next UI item and give it focus
Spacebar	Selects UI item that has focus
Enter	Selects **=** in Standard mode, Scientific mode, and Programmer mode
F9	Select **+/-** in Standard mode, Scientific mode, and Programmer mode
R	Select **1/x** in Standard mode and Scientific mode
@	Select $^{2}\sqrt{x}$ in Standard mode and Scientific mode
%	Select **%** in Standard mode and Programmer mode
Ctrl + H	When history button is visible, selects the history button in Standard mode and Scientific mode

Press this key	To do this
Up arrow	Move up in history list, memory list, and menu items
Down arrow	Move down in history list, memory list, and menu items
Ctrl + Shift + D	Clear history
F3	Select **DEG** in Scientific mode
F4	Select **RAD** in Scientific mode
F5	Select **GRAD** in Scientific mode
G	Select $\mathbf{2^x}$ in Scientific mode
Ctrl + G	Select $\mathbf{10^x}$ in Scientific mode
S	Select $\mathbf{10^x}$ in in Scientific mode
Shift + S	Select $\mathbf{sin^{-1}}$ in Scientific mode
Ctrl + S	Select **sinh** in Scientific mode
Ctrl + Shift + S	Select $\mathbf{sinh^{-1}}$ in Scientific mode
T	Select **tan** in Scientific mode
Shift + T	Select $\mathbf{tan^{-1}}$ in Scientific mode
Ctrl + T	Select **tanh** in Scientific mode
Ctrl + Shift + T	Select $\mathbf{tanh^{-1}}$ in Scientific mode
O	Select **cos** in Scientific mode
Shift + O	Select $\mathbf{cos^{-1}}$ in Scientific mode
Ctrl + O	Select **cosh** in Scientific mode
Ctrl + Shift + O	Select $\mathbf{cosh^{-1}}$ in Scientific mode
U	Select **sec** in Scientific mode
Shift + U	Select $\mathbf{sec^{-1}}$ in Scientific mode

Press this key	To do this
Ctrl + U	Select **sech** in Scientific mode
Ctrl + Shift + U	Select **sech^{-1}** in Scientific mode
I	Select **csc** in Scientific mode
Shift + I	Select **csc^{-1}** in Scientific mode
Ctrl + I	Select **csch** in Scientific mode
Ctrl + Shift + I	Select **csch^{-1}** in Scientific mode
J	Select **cot** in Scientific mode
Shift + J	Select **cot^{-1}** in Scientific mode
Ctrl + J	Select **coth** in Scientific mode
Ctrl + Shift + J	Select **coth^{-1}** in Scientific mode
Ctrl + Y	Select$\sqrt[y]{x}$ in Scientific mode
Shift + \	Select **|x|** in Scientific mode
[	Select **⌊x⌋**in Scientific mode
]	Select **⌈x⌉** in Scientific mode
L	Select **log** in Scientific mode
Shift + L	Select **$\log_y x$** in Scientific mode
M	Select **dms** in Scientific mode
N	Select **ln** in Scientific mode
Ctrl + N	Select **e^x** in Scientific mode
P	Select **Pi** in Scientific mode
Q	Select **x^2** in Standard mode and Scientific mode
V	Toggles on/off **F-E** buttonin Scientific mode

Press this key	To do this
X	Select **exp** in Scientific mode
Y, ^	Select $\mathbf{x^y}$ in Scientific mode
#	Select $\mathbf{x^3}$ in Scientific mode
!	Select $\boldsymbol{n!}$ in Scientific mode
%	Select **mod** in Scientific mode
Ctrl ++ on numpad	Graph zooms in while in Graphing mode
Ctrl +- on numpad	Graph zooms out while in Graphing mode
F2	Select **DWORD** in Programmer mode
F3	Select **WORD** in Programmer mode
F4	Select **BYTE** in Programmer mode
F5	Select **HEX** in Programmer mode
F6	Select **DEC** in Programmer mode
F7	Select **OCT** in Programmer mode
F8	Select **BIN** in Programmer mode
F12	Select **QWORD** in Programmer mode
A-F	Select letters A-Fin Programmer mode while **HEX** is select
Shift + ,	Select **RoL** in Programmer mode when Bit Shift is set to either "Circular" shift
Shift + .	Select **RoR** in Programmer mode when Bit Shift is set to either "Circular" shift
Shift + ,	Select **Lsh** in Programmer mode when Bit Shift is set to "Arithmetic" or "Logical" shift
Shift + .	Select **Rsh** in Programmer mode when Bit Shift is set to "Arithmetic" or "Logical" shift
%	Select **%** in Programmer mode

Press this key	To do this
|	Select **OR** in Programmer mode
^	Select **XOR** in Programmer mode
\	Select **NOR** in Programmer mode
~	Select **NOT** in Programmer mode
&	Select **AND** in Programmer mode
.	Select **NAND** in Programmer mode

Game bar keyboard shortcuts

Press this key	To do this
Windows logo key + G	Open Game bar when a game is open
Windows logo key + Alt + G	Record the last 30 seconds
Windows logo key + Alt + R	Start or stop recording
Windows logo key + Alt + Print Screen	Take a screenshot of your game
Windows logo key + Alt + T	Show or hide recording timer
Windows logo key + Alt + M	Turn the microphone on or off
Windows logo key + Alt + B	Start or stop broadcasting
Windows logo key + Alt + W	Show camera during broadcast

Groove keyboard shortcuts

Press this key	To do this
Ctrl + P	Play or pause
Ctrl + F	Skip to next song

Press this key	To do this
Ctrl + B	Restart current song or skip to previous
F9	Volume up
F8	Volume down
F7	Mute volume
Ctrl + Enter	Select an item and enter selection mode
Ctrl + A	Select all
Delete	Delete selected item(s)
Ctrl + Shift + P	Play selected item
Ctrl + T	Repeat on or off
Ctrl + H	Shuffle on or off
Ctrl + Q	Search

Maps keyboard shortcuts

Press this key	To do this
Arrow keys	Pan the map in any direction
Ctrl + plus or minus key (+ or -)	Zoom in or out
Ctrl + Left or Right arrow keys	Rotate
Ctrl + Up or Down arrow keys	Tilt
+ or - keys	Zoom in or out in 3D Cities view
Page Up or Page Down	Move farther or closer in 3D Cities view
Ctrl + Y	Switch map views between aerial and road
Ctrl + Home	Center map on your current location

Press this key	To do this
Ctrl + D	Get directions
Ctrl + F	Search
Ctrl + M	Minimize the active tab
Ctrl + P	Print
Ctrl + T	Show or hide traffic
Backspace	Go back
Ctrl + H	Share
Ctrl + L	Move focus to map
Ctrl + W	Close the active tab
Ctrl + Tab	Go to the next tab
Ctrl + Shift + Tab	Go to previous tab
Ctrl + S	Show or hide Streetside
Ctrl + C	Copy to clipboard

Movies & TV keyboard shortcuts

Press this key	To do this
Alt + Enter	Play full-screen
Esc	Leave full-screen
Enter	Select something that's in focus
SpacebarorCtrl + P	Play or pause (when a video is in focus)
Alt + Left arrow keyorWindows logo key + Backspace	Go back
Ctrl + T	Turn repeat on or off

Press this key	To do this
F7	Mute the sound
F8	Volume down
F9	Volume up

Paint keyboard shortcuts

Press this key	To do this
F11	View a picture in full-screen mode
F12	Save the picture as a new file
Ctrl + A	Select the whole picture
Ctrl + B	Bold selected text
Ctrl + C	Copy a selection to the Clipboard
Ctrl + E	Open the Propertiesdialog box
Ctrl + G	Show or hide gridlines
Ctrl + I	Italicize selected text
Ctrl + N	Create a new picture
Ctrl + O	Open an existing picture
Ctrl + P	Print a picture
Ctrl + R	Show or hide the ruler
Ctrl + S	Save changes to a picture
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + W	Open the Resize and Skew dialog

Press this key	To do this
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + plus (+)	Increase the width of a brush, line, or shape outline by one pixel
Ctrl + minus (-)	Decrease the width of a brush, line, or shape outline by one pixel
Ctrl + Page Up	Zoom in
Ctrl + Page Down	Zoom out
Alt + F4	Close a picture and its Paint window
Right arrow	Move the selection or active shape right by one pixel
Left arrow	Move the selection or active shape left by one pixel
Down arrow	Move the selection or active shape down by one pixel
Up arrow	Move the selection or active shape up by one pixel
Shift + F10	Show the context menu

Paint 3D keyboard shortcuts

Press this key	To do this
Ctrl + 0 or NumberPad0	Reset zoom
Ctrl + 3	Switch views
Ctrl + A	Selects all 3D items in your workspace; repeat command to toggle to select all 2D items
Ctrl + B	Bold selected text
Ctrl + C	Copy selected item

Press this key	To do this
Ctrl + Insert	Copy selected item
Ctrl + Shift + C	Capture a screenshot
Ctrl + E	Show canvas properties
Ctrl + Shift + E	Show or hide 3D perspective
Ctrl + G	Group objects
Ctrl + Shift + G	Ungroup objects
I	Turn on eyedropper
Ctrl + I	Italicize selected text
M	Minimize or expand the side menu
Ctrl + N	Create a new picture or file
Ctrl + O	Open an existing picture or file
Ctrl + P	Print in 2D
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + U	Underline selected text
Ctrl + V	Paste selected item
Shift + Insert	Paste selected item
Ctrl + W	Select canvas
Ctrl + Shift + W	Show or hide canvas
Ctrl + X	Cut selected item
Shift + Delete	Cut selected item
Ctrl + Shift + X	2D crop

Press this key	To do this
Ctrl + Y	Redo an action
Ctrl + Z	Undo an action
Escape	Stop or leave the current task
Home	Reset view
PgUp	Zoom in
Ctrl + PgUp	Zoom in
PgDn	Zoom out
Ctrl + PgDn	Zoom out
Ctrl + mouse wheel	Zoom in or out
Ctrl + Left	Orbit left
Ctrl + Right	Orbit right
Ctrl + Up	Orbit up
Ctrl + Down	Orbit down
Alt + Left	Pan left
Alt + Right	Pan right
Alt + Up	Pan up
Alt + Down	Pan down
Ctrl + Minus (-) or [	Decrease brush size
Ctrl + Plus (+) or]	Increase brush size
Right arrow	Move selection or active shape right by one pixel
Left arrow	Move selection or active shape left by one pixel
Down arrow	Move selection or active shape down by one pixel

Press this key	To do this
Up arrow	Move selection or active shape up by one pixel
Alt + F4	Close program
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the app
Shift + F10	Show the context menu
F11	View picture in full-screen mode
F12	Save picture as a new file

Photos keyboard shortcuts

Press this key	To do this
Spacebar (in Collection)	Select an item and enter Selection mode
Enter (from Selection mode)	Select an item while in Selection mode
Spacebar (viewing a photo)	Show or hide commands
Spacebar (viewing a video)	Play or pause the video
Arrow keys (in Collection)	Scroll up, down, left, or right
Left or right arrow keys (on a single item or slideshow)	Show the next or previous item
Arrow keys (on a zoomed photo)	Move within the photo
Ctrl + plus or minus (+ or -)	Zoom in or out when viewing a photo
Ctrl + 0	Reset zoom on a photo
Esc	Return to previous screen
Ctrl + S	Save
Ctrl + P	Print

Press this key	To do this
Ctrl + C	Copy
Ctrl + R (viewing or editing)	Rotate a photo
E (viewing a photo)	Enhance a photo
Ctrl + Z (editing)	Undo changes
Ctrl + Y (editing)	Redo changes
Ctrl + / (editing)	View original
Shift + arrow keys	Resize crop or selective focus area
Ctrl + arrow keys	Move crop or selective focus area
F5 (viewing an item)	Start a slide show
Alt + Enter	View file info
Ctrl + L	Set as lock screen
Ctrl + N (in Albums view)	Create a new album
Ctrl + R (in Albums view)	Remove album
Ctrl + D	Add selected items to album
Ctrl + U	Remove selected items from album

Voice Recorder keyboard shortcuts

Press this key	To do this
Ctrl + R	Start a new recording
Ctrl + M	Add a new marker to the recording
Delete	Delete the selected recording
Spacebar	Play or pause

Press this key	To do this
Backspace	Go back
F2	Rename a recording
Right or Left arrow	Jump ahead or back while playing a recording
Shift + Right or Left arrow	Jump further ahead or back
Home	Jump to the start of the recording
End	Jump to the end of the recording

WordPad keyboard shortcuts

Press this key	To do this
F3	Search for the next instance of the text in the Finddialog box
F12	Save the document as a new file
Ctrl + 1	Set single line spacing
Ctrl + 2	Set double line spacing
Ctrl + 5	Set line spacing to 1.5
Ctrl + A	Select all
Ctrl + B	Make selected text bold
Ctrl + C	Copy a selection to the Clipboard
Ctrl + D	Insert a Microsoft Paint drawing
Ctrl + E	Align text center
Ctrl + F	Search for text in a document
Ctrl + H	Replace text in a document
Ctrl + I	Italicize selected text

Press this key	To do this
Ctrl + J	Justify text
Ctrl + L	Align text left
Ctrl + N	Create a new document
Ctrl + O	Open an existing document
Ctrl + P	Print a document
Ctrl + R	Align text right
Ctrl + S	Save changes to a document
Ctrl + U	Underline selected text
Ctrl + V	Paste a selection from the Clipboard
Ctrl + X	Cut a selection
Ctrl + Y	Redo a change
Ctrl + Z	Undo a change
Ctrl + equal (=)	Make selected text subscript
Ctrl + Shift + equal (=)	Make selected text superscript
Ctrl + Shift + greater than (>)	Increase the font size
Ctrl + Shift + less than (<)	Decrease the font size
Ctrl + Shift + A	Change characters to all capitals
Ctrl + Shift + L	Change the bullet style
Ctrl + Left arrow	Move the cursor one word to the left
Ctrl + Right arrow	Move the cursor one word to the right
Ctrl + Up arrow	Move the cursor to the previous line
Ctrl + Down arrow	Move the cursor to the next line

Press this key	To do this
Ctrl + Home	Move to the beginning of the document
Ctrl + End	Move to the end of the document
Ctrl + Page Up	Move up one page
Ctrl + Page Down	Move down one page
Ctrl + Delete	Delete the next word
Alt + F4	Close WordPad
Shift + F10	Show the context menu