Microsoft Keyboard shortcuts in Windows 10

Copy, paste, and general

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 → Open the next menu to the right, or open a submenu ← Open the next menu to the left, or close a submenu 	Shift + Delete	Delete the selected item without moving it to the Recycle Bin first
← Open the next menu to the left, or close a submenu		
	—	
	Esc	Stop or leave the current task
Fac Such or lease the content rapy	LOU	prop or reave the outlent task

Windows

Windows	
H	Open or close Start
田 + A	Open Action center
∄ + B	Set focus in the notification area
田 + Shift + C	Open Cortana in listening mode
	Note: Cortana is available only in certain countries/regions, and some
	Cortana features might not be available everywhere.
田 + D	Display and hide the desktop
田 + Alt + D	Display and hide the date and time on the desktop
田 + E	Open File Explorer
田 + F	Open Feedback Hub
⊞ + G	Open Game bar when a game is open
田 + H	Open the Share charm
田 +	Open Settings
⊞ + J	Set focus to a Windows tip when one is available.
	When a Windows tip appears, bring focus to the Tip.
田 + K	Open the Connect quick action
西 + L	Lock your PC or switch accounts
田 + M	Minimize all windows
四+0	Lock device orientation
四 + P	Choose a presentation display mode
四 + R	Open the Run dialog box
田 + S	Open search
田 + T	Cycle through apps on the taskbar
田 + U	Open Ease of Access Center
田 + V	Cycle through notifications
## + Shift + V	Cycle through notifications in reverse order
田 + X	Open the Quick Link menu
田 + Z	Show the commands available in an app in full-screen mode
田 + comma (,)	1 71
## Pause	Display the System Properties dialog box
田 + Ctrl + F	Search for PCs (if you're on a network)
田 + Shift + M	Restore minimized windows on the desktop
田 + 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
Ol.:0	to that app.
## + Shift +	Open the desktop and start a new instance of the app pinned to the
number	taskbar in the position indicated by the number
田 + Ctrl +	Open the desktop and switch to the last active window of the app
number ### + Alt +	pinned to the taskbar in the position indicated by the number Open the desktop and open the Jump List for the app pinned to the
number	taskbar in the position indicated by the number
	Copen the desktop and open a new instance of the app located at the
+ number	given position on the taskbar as an administrator
# Hullibel 理 + Tab	Open Task view
型 + Tab 到 +↑	Maximize the window
五 + ↓	Remove current app from screen or minimize the desktop window
型 + ↓ 图 + ←	Maximize the app or desktop window to the left side of the screen
1 + ← 1 + →	Maximize the app or desktop window to the right side of the screen
五 + → 五 + Home	Minimize all except the active desktop window (restores all windows
TIUIII	on second stroke)
田 + Shift + ↑	Stretch the desktop window to the top and bottom of the screen
田 + Shift + J	Restore/minimize active desktop windows vertically, maintaining width
田 + Shift + ←	Move an app or window in the desktop from one monitor to another
or →	more an app or mindem in the desirable from one monitor to another
# + Spacebar	Switch input language and keyboard layout
西 + Ctrl +	Change to a previously selected input
Spacebar	S. S. G. a providuoly colocica input
田 + Enter	Open Narrator
田 +/	Begin IME reconversion
	Zoom in or out using Magnifier
田 + plus (+) or	Zoom in or out using Magnifier
	Zoom in or out using Magnitier Exit Magnifier

Command Prompt

Ctrl + C (or Ctrl Copy the selected text + Insert) Ctrl + V (or Shift Paste the selected text + Insert) Ctrl + M		The state of the s
+ Insert) Ctrl + M	,	Copy the selected text
Alt + selection key 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) Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history		Paste the selected text
key 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 Move the cursor to the beginning of the buffer (Mark mode) Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history	Ctrl + M	Enter Mark mode
Page up Move the cursor by one page up Page down Move the cursor by one page down Ctrl + Home (Mark mode) Ctrl + End (Mark Move the cursor to the beginning of the buffer mode) Ctrl + ↑ Move up one line in the output history		Begin selection in block mode
Page down Move the cursor by one page down Ctrl + Home Move the cursor to the beginning of the buffer (Mark mode) Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history	Arrow keys	Move the cursor in the direction specified
Ctrl + Home (Mark mode) Ctrl + End (Mark Move the cursor to the beginning of the buffer (Mark mode) Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history	Page up	Move the cursor by one page up
(Mark mode) Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history	Page down	Move the cursor by one page down
Ctrl + End (Mark Move the cursor to the end of the buffer mode) Ctrl + ↑ Move up one line in the output history	Ctrl + Home	Move the cursor to the beginning of the buffer
mode) Ctrl + ↑ Move up one line in the output history	(Mark mode)	
	,	Move the cursor to the end of the buffer
Ctrl + 1 Move down one line in the output history	Ctrl + ↑	Move up one line in the output history
out 1 the output history	Ctrl + ↓	Move down one line in the output history
Ctrl + Home If the command line is empty, move the viewport to the top of the	Ctrl + Home	If the command line is empty, move the viewport to the top of the
(History buffer. Otherwise, delete all the characters to the left of the cursor in	(History	buffer. Otherwise, delete all the characters to the left of the cursor in
navigation) the command line.	navigation)	the command line.
Ctrl + End 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
navigation) command line.	navigation)	command line.

Dialog box

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

File Explorer

the Englisher	
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	Change the size and appearance of file and folder icons
scroll wheel	
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder
Num Lock + *	Display all subfolders under the selected folder
Num Lock +	Display the contents of the selected folder
plus (+)	
Num Lock +	Collapse the selected folder
minus (-)	
Alt + P	Display the preview panel
Alt + Enter	Open the Properties dialog box for the selected item
$Alt + \rightarrow$	View the next folder
Alt + ↑	View the folder that the folder was in
Alt + ←	View the previous folder
Backspace	View the previous folder
\rightarrow	Display the current selection (if it's collapsed), or select the first
	subfolder
←	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

囲	+ Tab	Open Task view
囲	+ Ctrl + D	Add a virtual desktop
田	+ Ctrl + →	Switch between virtual desktops you've created on the right
田	+ Ctrl + ←	Switch between virtual desktops you've created on the left
囲	+ Ctrl + F4	Close the virtual desktop you're using

Taskbar

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

Settings keyboard shortcuts

∄ +	Open settings
Backspace	Go back to the settings home page
Type on any page with search box	Search settings