

Windows Shortcuts Cheatsheet

Windows Systemwide Shortcuts

Alt + F4	Close the active window
Alt + Space	Open the shortcut menu for the active window
Alt + Tab	Switch between open apps
Ctrl + Esc	Open the Start Menu
Ctrl + Shift + Esc	Open Task Manager
Shift + F10	Display the shortcut menu for the selected item
Win + A	Open Quick Settings / Action Center
Win + I	Open Settings app
Win + L	Lock the screen
Win + Shift + S	Create a screenshot
Win + ← / →	Snap windows left or right
Win + Tab	Open Task View
Win + X	Open the Quick Link / Power User menu

Windows Key Shortcuts

Win	Open or close the Start Menu
Win + Alt + 0-9	Open Jump List for app in taskbar position
Win + B	Focus first icon in the Taskbar corner
Win + C	Open Microsoft Copilot (or Search if disabled)
Win + D	Show and hide the desktop
Win + E	Open File Explorer
Win + G	Open Xbox Game Bar
Win + H	Open Voice Typing
Win + K	Open Cast from Quick Settings
Win + M	Minimize all windows
Win + N	Open notification center and calendar

Win + .	Open Emoji Panel
Win + R	Open Run dialog
Win + S / Q	Open Search
Win + V	Open Clipboard History
Win + Z	Open Snap Layouts

Command Prompt

Ctrl + C	Copy selected text
Ctrl + V	Paste selected text
F7	View command history

File Explorer

Alt + Enter	Display properties of selected item
Alt + ←	Go back to previous folder
Alt + P	Toggle Preview Pane
Ctrl + N	Open new window
Ctrl + Shift + N	Create new folder
F2	Rename selected item

Text Editing

Ctrl + A	Select all text
Ctrl + B	Bold text
Ctrl + I	Italicize text
Ctrl + U	Underline text
Ctrl + F	Find text
Ctrl + H	Find and replace
Ctrl + Z	Undo
Ctrl + Y	Redo

Virtual Desktop

Win + Ctrl + D	Create new virtual desktop
Win + Ctrl + ← / →	Switch between virtual desktops
Win + Ctrl + F4	Close current virtual desktop

Web Browsers

Ctrl + T	Open new tab
Ctrl + W	Close active tab
Ctrl + Shift + T	Reopen closed tab
Ctrl + Tab	Switch to next tab
Ctrl + L	Select address bar
Ctrl + R	Refresh page