



KEYBOARD SHORTCUTS

W10 Shortcuts	Function
	Show or Hide the Start Screen/button
 + E	Open File Explorer (My Computer)
 + Q	Open Search (Cortana) for voice input
 + S	Open Search (Cortana) for text input
 + I	Open Windows settings pane
 + A	Open Windows 10 Action Center
 + X	Open Start button context menu
 + plus ("+") or minus ("-")	Zoom in or out of webpages and apps
 + Left	Snap active window to left
 + Right	Snap active window to right
 + Up	Snap active window to top of screen
 + Down	Snap active window to bottom of screen
 + Ctrl + D	Create a new virtual desktop
 + Ctrl + Left	Cycle through desktops to the left
 + Ctrl + Right	Cycle through desktops to the right
 + Ctrl + F4	Close current desktop
 + TAB	Show all desktops and apps in Task View. Continue to tap TAB to cycle through
 + PrtSc	Take a screenshot and save it to Pictures folder
 + M	Minimize all windows
 + Shift + M	Restore minimized windows on the desktop
 + Shift + S	Launch Snip Tool to drag & capture area. Then paste into email or application
General Shortcuts	Function
Alt + F4	Close the active item, or exit the active app
Alt + Enter	Display properties for the selected item
Control + C	Copy the selected item
Control + X	Cut the selected item
Control + V	Paste the selected item
Control + Y	Redo an action
Control + Z	Undo an action
F1	Display Help
F2	Rename the selected item
F3	Search for a file or folder
F4	Display the address bar list in the File Explorer
F5	Refresh the active window
F10	Activate the menu bar in the active app
Shift + Left	Highlight text to the left of cursor
Shift + Right	Highlight text to the right of cursor
Ctrl + C	Copy selected text to clipboard
Ctrl + V	Paste text from clipboard into cursor position
Ctrl + A	Select all text after prompt