

Windows 10 General Shortcut Keys

- **Windows logo key** - Open or close the Start menu.
- **Win key + A** - Open the action center.
- **Win + B** - Highlight the notification area.
- **Win + R** - Run a command.
- **Win + E** - Open File-Explore (Quick Action).
- **Win + I** - Open the setting app.
- **Win + L** - Lock the desktop and go to lock screen.
- **Win + M** - Switch to desktop and minimize all open windows.
- **Win + P** - Open the project the pane.
- **Win + T** - Cycle through the apps on the taskbar.
- **Win + U** - Lunch the Ease of Access center.
- **Win + X** - Open the advance menu.
- **Win + Spacebar** - Switch input language and keyboard layout.
- **Win + TAP** - Open the task view.
- **Win + BREAK** - Display the system properties dialog box.
- **Win + D** - Display the desktop.
- **Win + SHIFT + M** - Restore minimized windows to the desktop.
- **CTRL + Win + F** - Search for computer.
- **CTRL + C** - Copy the selected item.
- **CTRL + X** - Cut the selected item.
- **CTRL + V** - Paste the selected item.
- **CTRL + X** - Undo an action.
- **DELETE Key** - Delete the selected item and move to the recycle bin
- **SHIFT + DELETE** - Delete the selected item without moving to recycle bin.
- **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.
- **SHIFT + Any Arrow key** - Select more than one item in a window or on the desktop
text within - a document.
- **CTRL + A** - Select all item in a document or window.
- **F3** - Search for a file or folder.
- **ALT + ENTER** - Display properties for the selected item.
- **ALT + F4** - Close the active item.
- **ALT + SPACEBAR** - Open the shortcut menu for the active window.
- **CTRL + F4** - Close the active document.
- **ALT + TAB** - Switch between open item.
- **CTRL + ALT + TAB** - Use the arrow keys to switch between open items.

- **Win + Plus sign** - Zoom In.
- **Win + minus sign** - Zoom Out.
- **Win + ESCAPE** - Close Magnifier
- **Win + Left Arrow** - Dock the active window to the left half of the monitor.
- **Win + Right Arrow** - Dock the active window to the right half of the monitor.
- **Win + Up Arrow** - Maximize the active window vertically and horizontally.
- **Win + Down Arrow** - Restore or minimize the active window.
- **Win + SHIFT + Left Arrow** - With multiple monitors, move the active window to the monitor on the left.
- **Win +PRNT SCRN** - Take a picture of the screen and place it in the Computer>Pictures>Screenshots folder.
- **Win + CTRL + LEFT/RIGHT Arrow** - Switch to the next or previous virtual desktop.
- **Win + CTRL + D** - Create a new virtual desktop.
- **Win + CTRL + F4** - Close the current virtual desktop.
- **Win + SHIFT + DOWN ARROW** - Restore or minimize the active window vertically, maintaining the current width.
- **Win + SHIFT + UP ARROW** - Maximize the active window vertically, maintaining the current width.
- **Alt + F4 (Function key F4)** - Shut down or restart Windows.
- **CTRL + ALT + DEL** - Restart the computer.
- **CTRL + ESC** - Display the start menu.
- **F5** - Refresh the active window.
- **F2** - Rename the selected item.

Browser shortcut keys

- **CTRL+T** - New tab
- **CTRL+N** - New window
- **CTRL+SHIFT+N** - New incognito window
- **CTRL+J** - Download menu
- **CTRL+T** - Delete and open history
- **Ctrl+SHIFT+DELETE** - Delete all browser data
- **Ctrl+D** - bookmark page
- **Ctrl+SHIFT+T** - Restore last close tab
- **CTRL+F** - Find