

Windows 8 keyboard shortcuts - Full list

Although it may look like a daunting task to learn all of these shortcuts, the ones that are really useful are towards the top of the list. Also you can pick and select the ones that are relevant to you at this time and come back later for more. The following list does not include app specific shortcuts (bundled apps like Notepad or Calculator)

Top keyboard shortcuts

The following table contains common keyboard shortcuts for Windows 8.1 and Windows RT 8.1.

| Press this key | To do this |
|---|---|
| Ctrl+C (or Ctrl+Insert) | Copy the selected item |
| Ctrl+X | Cut the selected item |
| Ctrl+V (or Shift+Insert) | Paste the selected item |
| Ctrl+Z | Undo an action |
| Alt+Tab | Switch between open apps (except desktop apps) |
| Alt+F4 | Close the active item, or exit the active app |
| Windows logo key +L | Lock your PC or switch people |
| Windows logo key +D | Display and hide the desktop |
| Press this key | To do this |
| New keyboard shortcuts | Search your PC |
| Ctrl+plus (+) or Ctrl+minus (-) | Zoom in or out of a large number of items, like apps |
| The following table contains new keyboard shortcuts that you can use in Windows. | |
| Ctrl+scroll wheel | Zoom in or out of a large number of items, like apps pinned to the Start screen |
| Windows logo key +C | Open the charmsIn an app, open the commands for the app |
| Windows logo key +F | Open the Search charm to search files |
| Windows logo key +H | Open the Share charm |
| Windows logo key +I | Open the Settings charm |
| Windows logo key +K | Open the Devices charm |
| Windows logo key +O | Lock the screen orientation (portrait or landscape) |
| Windows logo key +Q | Open the Search charm to search everywhere or within an open app (if the app supports app search) |
| Windows logo key +S | Open the Search charm to search Windows and the web |

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| Windows logo key +Ctrl+Tab | Cycle through recently used apps (except desktop apps) |
| Windows logo key +Shift+Tab | Cycle through recently used apps (except desktop apps) in reverse order |
| Windows logo key +Shift+period (.) | Snaps an app to the left |
| Windows logo key +period (.) | Cycle through open apps |
| Esc | Stop or exit the current task |
| Press this key | To do this |
| General keyboard shortcuts | Display Help |
| F2 | Rename the selected item |
| The following table contains general keyboard shortcuts that you can use in Windows. | |
| F3 | Display the address bar list in File Explorer |
| F5 | Refresh the active window |
| F6 | Cycle through screen elements in a window or on the desktop |
| F10 | Activate the Menu bar in the active app |
| Alt+F4 | Close the active item, or exit the active app |
| Alt+Esc | Cycle through items in the order in which they were opened |
| Alt+underlined letter | Perform the command for that letter |
| Alt+Enter | Display properties for the selected item |
| Alt+Spacebar | Open the shortcut menu for the active window |
| Alt+Left arrow | Back |
| Alt+Right arrow | Forward |
| Alt+Page Up | Move up one screen |
| Alt+Page Down | Move down one screen |
| Alt+Tab | Switch between open apps (except desktop apps) |
| Ctrl+F4 | Close the active document (in apps that allow you to have multiple documents open simultaneously) |
| Ctrl+A | Select all items in a document or window |
| Ctrl+C (or Ctrl+Insert) | Copy the selected item |
| Ctrl+D (or Delete) | Delete the selected item and move it to the Recycle Bin |
| Ctrl+R (or F5) | Refresh the active window |
| Ctrl+V (or Shift+Insert) | Paste the selected item |

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| | screen |
| 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 |
| Ctrl+Alt+Tab | Use the arrow keys to switch between all open apps |
| Ctrl+arrow key (to move to an item)+Spacebar | Select multiple individual items in a window or on the desktop |
| Ctrl+Shift with an arrow key | Select a block of text |
| Ctrl+Esc | Open the Start screen |
| Ctrl+Shift+Esc | Open Task Manager |
| Ctrl+Shift | Switch the keyboard layout when multiple keyboard layouts are available |
| Ctrl+Spacebar | Turn the Chinese input method editor (IME) on or off |
| Shift+F10 | Display the shortcut menu for the selected item |
| Shift with any arrow key | Select more than one item in a window or on the desktop, or select text within a document |
| Shift+Delete | Delete the selected item without moving it to the Recycle Bin first |
| Right arrow | Open the next menu to the right, or open a submenu |
| Left arrow | Open the next menu to the left, or close a submenu |
| Esc | Stop or leave the current task |
| Press this key | To do this |
| Windows logo key keyboard shortcuts | For Windows Help and Support |
| Windows logo key | Display or hide the Start screen |
| The following table contains keyboard shortcuts that use the Windows logo key . | |
| Windows logo key +C | Open the Charms |
| Windows logo key +D | Display and hide the desktop |
| Windows logo key +E | Open File Explorer |
| Windows logo key +F | Open the Search charm and search for files |
| Windows logo key +H | Open the Share charm |
| Windows logo key +I | Open the Settings charm |
| Windows logo key +K | Open the Devices charm |

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| | Lock your PC or switch people |
| Windows logo key +M | Minimize all windows |
| Windows logo key +O | Lock device orientation |
| Windows logo key +P | Choose a presentation display mode |
| Windows logo key +Q | Open the Search charm to search everywhere or within the open app (if the app supports app search) |
| Windows logo key +R | Open the Run dialog box |
| Windows logo key +S | Open the Search charm to search Windows and the web |
| Windows logo key +T | Cycle through apps on the taskbar |
| Windows logo key +U | Open Ease of Access Center |
| Windows logo key +V | Cycle through notifications |
| Windows logo key +Shift+V | Cycle through notifications in reverse order |
| Windows logo key +W | Open the Search charm and search for settings |
| Windows logo key +X | Open the Quick Link menu |
| Windows logo key +Z | Show the commands available in the app. |
| Windows logo key +, | Temporarily peek at the desktop |
| Windows logo key +Pause | Display the System Properties dialog box |
| Windows logo key +Ctrl+F | Search for PCs (if you're on a network) |
| Windows logo key +Shift+M | Restore minimized windows on the desktop |
| Windows logo key +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 to that app. |
| Windows logo key +Shift+number | Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Ctrl+number | Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Alt+number | Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number |
| Windows logo key +Ctrl+Shift+number | Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator |
| Windows logo key +Tab | Cycle through recently used apps (except desktop apps) |
| Windows logo key +Ctrl+Tab | Cycle through recently used apps (except desktop apps) |
| Windows logo key +Shift+Tab | Cycle through recently used apps (except desktop apps) in reverse order |

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| Windows logo key +Right arrow | Maximize the app or desktop window to the right side of the screen |
| Windows logo key +Home | Minimize all but the active desktop window (restores all windows on second stroke) |
| Windows logo key +Shift+Up arrow | Stretch the desktop window to the top and bottom of the screen |
| Windows logo key +Shift+Down arrow | Restore/minimize active desktop windows vertically, maintaining width |
| Windows logo key +Shift+Left arrow or Right arrow | Move an app or window in the desktop from one monitor to another |
| Windows logo key +Spacebar | Switch input language and keyboard layout |
| Windows logo key +Ctrl+Spacebar | Change to a previously selected input |
| Windows logo key +Enter | Open Narrator |
| Windows logo key +Shift+period (.) | Cycle through open apps |
| Windows logo key +period (.) | Cycle through open apps |
| Windows logo key +/ | Initiate IME reconversion |
| Windows logo key +Alt+Enter | Open WindowsMedia Center |
| Windows logo key +plus (+) or minus (-) | Zoom in or out using Magnifier |
| Windows logo key +Esc | Exit Magnifier |
| Press this key | To do this |
| File Explorer keyboard shortcuts | Select the address bar |
| Ctrl+E | Select the search box |
| The following table contains keyboard shortcuts for working with File Explorer | |
| Windows or folders. | Open a new window |
| Ctrl+W | Close the current window |
| Ctrl+mouse scroll wheel | Change the size and appearance of file and folder icons |
| Ctrl+Shift+E | Display all folders above the selected folder |
| Ctrl+Shift+N | Create a new folder |
| Num Lock+asterisk (*) | Display all subfolders under the selected folder |
| Num Lock+plus (+) | Display the contents of the selected folder |
| Num Lock+minus (-) | Collapse the selected folder |
| Alt+P | Display the preview pane |
| Alt+Enter | Open the Properties dialog box for the selected item |

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| | 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 |
| Press this key | To do this |
| Dialog box keyboard shortcuts | Display Help |
| F4 | Display the items in the active list |
| The following table contains keyboard shortcuts that you can use in dialog boxes. | |
| 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 goes 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 |
| Taskbar keyboard shortcuts | To do this |
| Shift+click a taskbar button | Open an app or quickly open another instance of an app |
| The following table contains keyboard shortcuts for working with items on the desktop taskbar. | |
| Right-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 |
| Press this key | To do this |
| Ease of Access keyboard shortcuts | Turn Filter Keys on and off |
| Left Alt+left Shift+Print Screen | Turn High Contrast on or off |
| The following table contains keyboard shortcuts that can help you use your PC easier. | |
| Pause five times | Turn Sticky Keys on or off |
| Num Lock for five seconds | Turn Toggle Keys on or off |
| Windows logo key +U | Open the Ease of Access Center |

Magnifier keyboard shortcuts

The following table contains keyboard shortcuts for working with Magnifier.

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| Ctrl+Alt+R | Resize the lens |
| Ctrl+Alt+arrow keys | Pan in the direction of the arrow keys |
| Windows logo key +Esc | Exit Magnifier |
| Press this key | To do this |
| Narrator keyboard shortcuts | Activate current item |
| Tab and arrow keys | Move around on the screen |
| The following table contains keyboard shortcuts for working with Narrator. | |
| Caps Lock+D | Read item |
| Caps Lock+M | Start reading |
| Caps Lock+H | Read document |
| Caps Lock+V | Repeat phrase |
| Caps Lock+W | Read window |
| Caps Lock+Page Up or Page Down | Increase or decrease the volume of the voice |
| Caps Lock+plus (+) or minus (-) | Increase or decrease the speed of the voice |
| Caps Lock+Spacebar | Do default action |
| Caps Lock+Left or Right arrows | Move to previous/next item |
| Caps Lock+F2 | Show commands for current item |
| Press Caps Lock twice in quick succession | Turn Caps Lock on or off |
| Caps+Esc | Exit Narrator |
| Press this key | To do this |
| Narrator touch keyboard shortcuts | Stop Narrator from reading |
| Tap three times with four fingers | Show all Narrator commands (including the ones not in this table) |
| The following table contains keyboard shortcuts for working with Narrator on a four-point tablet. | |
| Double-tap | Activate primary action |
| Triple-tap | Activate secondary action |
| Touch or drag a single finger | Read what's under your fingers |
| Flick left/right with one finger | Move to next or previous item |
| Swipe left/right/up/down with two fingers | Scroll |
| Swipe down with three fingers | Start reading on explorable text |

Remote Desktop Connection on the desktop keyboard shortcuts

The following table contains keyboard shortcuts for working with Remote Desktop Connection on the desktop.

| Press this key | To do this |
|----------------|--|
| Alt+Page Up | Move between apps from left to right |
| Alt+Page Down | Move between apps from right to left |
| Alt+Insert | Cycle through apps in the order that they were started |
| Alt+Home | Display the Start screen |

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| | PC) |
| Ctrl+Alt+plus (+) on the numeric keypad | Place a copy of the entire client window area on the Terminal server clipboard (provides the same functionality as pressing Print Screen on a local PC) |
| Ctrl+Alt+Right arrow | "Tab" out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app. |
| Ctrl+Alt+Left arrow | "Tab" out of the Remote Desktop controls to a control in the host app (for example, a button or a text box). Useful when the Remote Desktop controls are embedded in another (host) app. |
| Windows Help viewer keyboard shortcuts | |
| The following table contains keyboard shortcuts for working with the Help viewer. | |
| F3 | Move the cursor to the search box |
| F10 | Display the Options menu |
| Home | Move to the beginning of a topic |
| End | Move to the end of a topic |
| Alt+Left arrow | Move back to the previously viewed topic |
| Alt+Right arrow | Move forward to the next (previously viewed) topic |
| Alt+Home | Display the Help and Support home page |
| Alt+A | Display the customer support page |
| Alt+C | Display the Table of Contents |
| Alt+N | Display the Connection Settings menu |
| Ctrl+F | Search the current topic |
| Ctrl+P | Print a topic |

App rearranging shortcuts

The following table contains keyboard shortcuts for rearranging modern apps.

Note

- Keep the Windows logo key pressed down continuously while you're

| Press this key | To do this |
|-------------------------------|--|
| Windows logo key +. (period) | Enter rearrange mode and select apps or dividers across monitors |
| Windows logo key +left arrow | Move app divider left |
| Windows logo key +right arrow | Move app divider right |
| Windows logo key +up arrow | Maximize app |
| Windows logo key +down arrow | Close app |
| Windows logo key +Esc | Exit rearrange mode |

