

## Windows 10 shortcut keys - the simple, complete list

In case you're after the straightforward list of keyboard shortcuts for Windows 10 here they are. It includes top, new, general, Windows logo key, File Explorer, dialog box, taskbar, command prompt keyboard shortcuts and then some more. Enjoy.

### Top keyboard shortcuts

The most common keyboard shortcuts for Windows 10.

Keyboard Shortcut	Action
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
Alt+F4	Close the active item, or exit the active app
Windows logo key +L	Lock your PC or switch accounts
Windows logo key +D	Display and hide the desktop
Keyboard Shortcut	Action
<b>New keyboard shortcuts</b>	Open Action center
Windows logo key? +S	Open search
The following table lists new additions to keyboard shortcuts that you can use in Windows.	Open Cortana. Cortana is only available in certain countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key? +Tab	Open Task view
Windows logo key +Ctrl+D	Add a virtual desktop
Windows logo key +Ctrl+Right arrow	Switch between virtual desktops you've created on the right
Windows logo key +Ctrl+Left arrow	Switch between virtual desktops you've created on the left
Windows logo key +Ctrl+F4	Close the virtual desktop you're using

### General keyboard shortcuts

General keyboard shortcuts in Windows, quite common with previous Windows versions.

Keyboard Shortcut	Action
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window

	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	Go back
Alt+Right arrow	Go forward
Alt+Page Up	Move up one screen
Alt+Page Down	Move down one screen
Alt+Tab	Switch between open apps
Ctrl+F4	Close the active document (in apps that are full-screen and 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
Ctrl+X	Cut the selected item
Ctrl+Y	Redo an action
Ctrl+Z	Undo an action
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 Start
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

Keyboard Shortcut	Action
<b>Windows logo key</b>	Open or close Start
Windows logo key +A	Open Action center
Windows logo key +B	Set focus in the notification area
Windows logo key +C	Open Cortana in listening mode
<b>Shortcuts that use the Windows logo key .</b>	<b>Very recommended.</b> Cortana is only available in some countries/regions, and some Cortana features might not be available everywhere. If Cortana isn't available or is turned off, you can still use search.
Windows logo key +D	Display and hide the desktop
Windows logo key +E	Open File Explorer
Windows logo key +G	Open Game bar when a game is open
Windows logo key +H	Open the Share charm
Windows logo key +I	Open Settings
Windows logo key +K	Open the Connect quick action
Windows logo key +L	Lock your PC or switch accounts
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 +R	Open the Run dialog box
Windows logo key +S	Open Search
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 +X	Open the Quick Link menu
Windows logo key +Z	Show the commands available in an app in full-screen mode
Windows logo key +comma (,)	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.

	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	Open Task view
Windows logo key +Ctrl+B	Switch to the app that displayed a message in the notification area
Windows logo key +Up arrow	Maximize the window
Windows logo key +Down arrow	Remove current app from screen or minimize the desktop window
Windows logo key +Left arrow	Maximize the app or desktop window to the left side of the screen
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 +forward slash (/)	Initiate IME reversion
Windows logo key +plus (+) or minus (-)	Zoom in or out using Magnifier
Windows logo key +Esc	Exit Magnifier
Keyboard Shortcut	Action
<b>Command Prompt keyboard shortcuts</b>	
Ctrl+C (or Shift+F2)	Copy the selected text
Ctrl+V (or Shift+Insert)	Paste the selected text
<b>Keyboard shortcuts that you can use with Command Prompt.</b>	
Alt+selection key	Begin selection in block mode

Ctrl+Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.
Ctrl+End (History navigation)	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 command line.
<b>Dialog box keyboard shortcuts</b>	
<b>Keyboard Shortcut</b>	<b>Action</b>
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 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
<b>Keyboard Shortcut</b>	<b>Action</b>
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 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

	the first subfolder
Left arrow	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
Keyboard Shortcut	Action
<b>Virtual desktops keyboard shortcuts</b>	
Windows logo key +Ctrl+D	Open Task view
Windows logo key +Ctrl+Right arrow	Add a virtual desktop
Windows logo key +Ctrl+Left arrow	Switch between virtual desktops you've created on the right
Windows logo key +Ctrl+F4	Switch between virtual desktops you've created on the left
Windows logo key +Ctrl+F4	Close the virtual desktop you're using
Keyboard Shortcut	Action
<b>Taskbar keyboard shortcuts</b>	
Shift+right-click a taskbar button	Open an app or quickly open another instance of an app
Shift+right-click a grouped taskbar button	Open an app as an administrator
Ctrl+click a grouped taskbar button	Show the window menu for the app
	Show the window menu for the group
	Cycle through the windows of the group
Keyboard Shortcut	Action
<b>Ease of Access keyboard shortcuts</b>	
Left Alt+left Shift+Print Screen	Turn Filter Keys on and off
Left Alt+left Shift+Num Lock	Turn High Contrast on or off
Shift five times	Turn Mouse Keys on or off
Num Lock for five seconds	Turn Sticky Keys on or off
Windows logo key +U	Turn Toggle Keys on or off
	Open the Ease of Access Center
Keyboard Shortcut	Action
<b>Magnifier keyboard shortcuts</b>	
Ctrl+Alt+Spacebar	Zoom in or out
Ctrl+Alt+D	Preview the desktop in full-screen mode
Ctrl+Alt+F	Switch to docked mode
Ctrl+Alt+F	Switch to full-screen mode
Ctrl+Alt+I	Invert colors

Keyboard Shortcut	Action
<b>Narrator keyboard shortcuts</b>	Open Narrator
Spacebar or Enter	Activate current item
Tab and arrow keys	Move around on the screen
Ctrl	Stop reading
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
Keyboard Shortcut	Action
<b>Narrator touch keyboard shortcuts</b>	Stop Narrator from reading
Tap three times with four fingers	Show all Narrator commands (including the ones not in this list)
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