

# Windows 10 Shortcuts

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I use keyboard shortcuts all the time. There are many lists out there and this list is not all there are. These are many that I find useful. Let me know of ones you use that I have missed.

Some of these have been around ever since Windows 95. They all are very useful and you may know some of them. These are great additions to your personal toolbox.

(Note: Win means the Windows key, the key with a flag usually to the left of the space bar.)

Alt+D: Focus on the address bar

Alt+Enter: Open Properties for the currently selected file in File Explorer

Alt+Left: Go back one folder in File Explorer

Alt+P: Toggle the Preview pane in File Explorer

Alt+Right: Go forward one folder in File Explorer

Alt+Up: Go to parent folder in File Explorer

Ctrl+B: Bold the selected text

Ctrl+C: Copy selected item

Ctrl+Esc: Opens the Start Menu

Ctrl+I: Italicize the selected text

Ctrl+J: Open the download window in the browser

Ctrl+L: Focus on the address bar

Ctrl+N: Open new File Explorer window in File Explorer

Ctrl+P: Open Print dialog box

Ctrl+Shift+Esc: Opens the Task Manager

Ctrl+Shift+N: Create a new folder in File Explorer

Ctrl+U: Underline the selected text

Ctrl+V: Paste the last item in the clipboard

Ctrl+W: Close the current window

Ctrl+X: Cut the selected item

Ctrl+Y: Redo the last action

Ctrl+Z: Undo the last action

F11: Toggle Fullscreen mode

F2: Rename the currently selected file or folder

Shift+Del: Delete the selected file or folder and skip the Recycle Bin

Win+A: Opens the Action Center

Win+C: Activates Cortana listening mode

Win+Ctrl+O: Toggles a keyboard on the on screen

Win+D: Hides all windows. Hit again to restore windows

Win+Down: Minimizes the current window

Win+E: Opens File Explorer

Win+Esc: Closes the Magnifier

Win+I: Opens the Settings app

Win+L: Locks the desktop

Win+Left: Docks the current window to the left

Win+M: Minimizes all windows having a minimize button

Win+Plus: Opens the Magnifier

Win+Q: Opens "Type here to search"

Win+R: Opens the Run window

Win+Right: Docks the current window to the right

Win+Shift+S: Snapshot a portion of the current window

Win+Tab: Opens the task view, showing all open programs

Win+Up: Maximizes the current window

Win+V: Paste from the clipboard list of clips

Win+W: Opens Microsoft Whiteboard

Win+X: Opens the Start Menu right-clicked